



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

September 12, 2005

FOR: FOOD STAMP CERTIFICATION MANUAL DISTRIBUTION

FOOD STAMP CERTIFICATION MANUAL - VOLUME V

TRANSMITTAL #64

This transmittal contains revised amounts for income eligibility and change reporting limits, program deductions and maximum benefit levels for the Food Stamp Program. Increased amounts for meals that may be used to determine the income of day care providers are also included. The revised amounts were previously addressed in Broadcast #3361, issued September 1, 2005.

The transmittal also contains revised instructions for reporting intentional program violations of disqualified recipients. Local workers must report these individuals through an electronic system instead of submitting a form to the Fraud Unit of the Virginia Department of Social Services. Information about the revised procedures were previously addressed in Broadcasts 3330 and 3300, issued August 9, 2005 and July 21, 2005, respectively.

The provisions of the transmittal are effective October 1, 2005 for eligibility determinations for October 1, 2005 or later.

The transmittal changes and guidance for maintenance of the certification manual follow. The certification manual and this transmittal are available on the Intranet at <http://www.localagency.dss.state.va.us/divisions/bp/fs/manual.cgi> and on the Internet at [http://www.dss.state.va.us/benefit/fs\\_manual.html](http://www.dss.state.va.us/benefit/fs_manual.html).

Remove Page(s)	Insert Page(s)	Significant Changes
Part VI Pages 3-4	Part VI Pages 3-4	Income limits that allow separate household status for disabled, elderly households are increased.

Remove Page(s)	Insert Page(s)	Significant Changes
Pages 7-8	Pages 7-8	Minimum payments required from boarders are increased.
Part VII Appendix 1 Pages 3-4	Part VII Appendix 1 Pages 3-4	The amount needed to earn a work credit was changed to \$920 per quarter.
Part X Pages 1-6	Part X Pages 1-6	The shelter maximum deduction increased from \$388 to \$400. The utility standard amounts were changed from \$229 and \$283 to \$227 and \$282, respectively. The telephone standard amount changed from \$50 to \$41. The standard deductions for households with five or more members were revised.
Part XI Pages 1-2	Part XI Pages 1-2	Gross and net income limits were revised.
Part XII Pages 5-6	Part XII Pages 5-6	The amounts for meals and snacks for day care providers were revised
Pages 23-24	Pages 23-24	Policy for ending Transitional Benefits when a household reapplies for public assistance was clarified. The word "after" was removed to describe the month when Transitional Benefits will end when a public assistance application is filed. In most instances, Transitional Benefits will end the same month the public assistance application is filed.
Part XIII Page i	Part XIII Page i	The Table of Contents was revised.
Pages 1-4	Pages 1-4	Policy for handling changes in the age of household members was changed to require the evaluation only at the time of application.

Remove Page(s)	Insert Page(s)	Significant Changes
Part XIV Pages 1-2	Part XIV Pages 1-2	Income limits for reporting changes were revised.
Part XVII Pages 13-18	Part XVII Pages 13-18	Instructions for completing the Disqualified Recipient Report and submitting the report were revised. Local workers must now directly enter information in the Electronic Disqualified Recipient Subsystem (eDRS).
Part XIX Appendix I Pages 1-6	Part XIX Appendix I Pages 1-6	Addresses and telephone numbers for legal services were updated.
Part XX Pages 15-16	Part XX Pages 15-16	Income limits for determining eligibility for the disaster food stamp program were increased.
Part XXIII Page 1, Table	Part XXIII Page 1, Table	Maximum allotment amounts were increased.
Part XXIV Pages i-ii Pages 56-57	Part XXIV Pages i-ii Pages 56-57	The Table of Contents was revised.  The maximum income amounts for reporting changes were revised.
Pages 101-102		The Disqualified Recipient Report was removed. Local workers must now directly enter information in eDRS instead of completing and submitting a form.



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10/05

VOLUME V, PART VI, PAGE 3

income if the foster family does not include the foster child in its request for food stamp benefits. If the foster child is included in any other food stamp household, only direct payments from the foster care grant from the foster family to the child or other food stamp household would count as income to that household.

A child in foster care and residing with others may not be considered as a separate food stamp household. Foster children may only participate in the Food Stamp Program as a part of another household in which they live. The restrictions described in this section do not apply to persons assigned to the Independent Living Program.

4. Special Consideration for Elderly and Disabled People (7 CFR 273.1(a)(2)(ii))

Although a group of individuals living together and purchasing and preparing meals together constitutes a single household under the provision of Part VI.A.1.c, an otherwise eligible member of such a household who is 60 years of age or older, (as well as the spouse of such an individual and children under the age of 18 for whom parental control is exercised) who is unable to purchase and prepare meals because he or she suffers from a disability considered permanent under the Social Security Act or suffers from a non-disease-related, severe, permanent disability may be a separate household. However, the gross income of the remaining household members cannot exceed the following amounts (165% of the Federal Poverty Income Guidelines):

<u>Household Size</u>	<u>165% Limit</u>	<u>Household Size</u>	<u>165% Limit</u>
1	<b>\$1,316</b>	6	<b>\$3,558</b>
2	<b>1,765</b>	7	<b>4,006</b>
3	<b>2,213</b>	8	<b>4,454</b>
4	<b>2,661</b>	each additional	
5	<b>3,109</b>	members	<b>+\$449</b>

Do not count the income of the elderly, disabled person and his or her spouse for this calculation. The elderly, disabled person is responsible for obtaining the cooperation of the other individuals in providing necessary income information to the local agency.

The key factor in determining whether or not a disability would qualify a household for separate status under this provision is inability to purchase and prepare meals. In the majority of cases, someone with a disability considered permanent under the Social Security Act could be assumed to be incapable of purchasing and preparing meals. However, because the assessment of disability under the Social Security Act, as well as other

10/05

VOLUME V, PART VI, PAGE 4

disability programs, is based on an inability to work, eligibility workers should not, in every case, automatically assume the disability constitutes an inability to purchase and prepare meals.

No specific verification is required if it is obvious to the EW that the person in question could not purchase and prepare his or her own meals; however, when the inability to purchase and prepare meals is not obvious to the EW, the EW should request a statement from a physician that the person is unable to purchase and prepare his or her meals.

5. Residing Together Determinations

In some situations it may become difficult to determine whether persons required to participate together actually reside together. Factors to consider in determining whether persons reside together include, but are not necessarily limited to, the following:

- a. If the persons live in separate, identifiable units, separate households probably exist;
- b. If the persons share common facilities such as a kitchen and/or a bathroom, separate households probably do not exist; and,
- c. If the dwelling is constructed as a single-family home, separate households probably do not exist. If the dwelling is constructed as a multi-family structure (e.g., a duplex, apartment building), separate households exist, in all likelihood.

Examples

- 1) A 20-year-old woman lives in two rooms in her parents' basement. She has a bed, sofa, refrigerator, hotplate, etc., but uses the kitchen and bathroom in her parents' home. All persons must participate together since this is a single-family dwelling and common facilities are shared.
- 2) Individuals live together in the same house. One person lives in an apartment in the basement. The apartment contains a kitchenette and bathroom along with other living space. Since the apartment is a separate, identifiable dwelling unit, the individuals are not considered as living together.
- 3) Individuals live in separate rooms in a hotel, but must share a bathroom down the hall. Since they live in separate, identifiable units, they are not required to participate together even though they share common facilities.

10/05

VOLUME V, PART VI, PAGE 7

No. of boarders being considered as a separate household	Minimum monthly payment (This is two-thirds of the maximum coupon allotment, rounded down to the nearest whole dollar amount, for each household size indicated.)
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1	\$ 101
2	185
3	266
4	337
5	400
6	481
7	532
8	608

- 3) A reasonable monthly payment is equal to or will exceed the following amounts if the boarder takes more than two meals per day in the home.

No. of boarders being considered as a separate household	Minimum monthly payment (This is the maximum coupon allotment for each household size indicated.)
---	--

1	\$ 152
2	278
3	399
4	506
5	601
6	722
7	798
8	912

If a single board payment is made for more than one boarder, all boarders for whom the payment is made are to be considered as a single household.

Example

A mother and daughter are boarding with another household. The mother pays board to the landlord for herself and her daughter. The mother and daughter are considered as one household if their board payment is equal to or greater than the required minimum monthly payment.

In instances where an individual is furnished only meals (lodging is not provided), the individual is considered a member of the household where most of the meals are taken, not as a boarder.

7/05

VOLUME V, PART VI, PAGE 8

If the status is questionable, boarder status may be verified by obtaining a signed statement from the boarder and the person to whom the board is paid, attesting to the arrangement and the compensation provided.

C. NONHOUSEHOLD MEMBERS (7 CFR 273.1(b))

1. The following individuals residing with the household will not be considered household members in determining eligibility or the benefit allotment.
  - a. Roomers: Individuals to whom a household furnishes lodging, but not meals, for compensation.
  - b. Boarders: Those who meet the boarder definition as given in Part VI.B.
  - c. Live-in attendants: Individuals who reside with a household to provide medical, housekeeping, childcare, or other similar personal services. To "reside with the household" means that the individual takes a majority of his meals in the home. Dependents of a live-in attendant will be considered as members of the live-in attendant's household. A person cannot be a live-in attendant in his own home.
  - d. Ineligible students: Students who are 18 years of age or older and enrolled at least half-time in an institution of higher education who fail to meet the special eligibility criteria set forth in Part VII.E.
  - e. Other individuals who share living quarters with the household but who do not customarily purchase food and prepare meals with the household.

Example

The applicant household shares a house with another family to save on rent. The two groups do not purchase and prepare food together. The members of the other family are not members of the applicant's household.

- f. Children in foster care that the household has opted to exclude from the food stamp unit.

Roomers, live-in attendants and individuals who share living quarters may participate as separate households, if otherwise eligible. Ineligible students, boarders, and individuals in foster care cannot participate as separate households.



10/05

VOLUME V, PART VII, APPENDIX 1, PAGE 3

## Establishing Quarters

The term "quarter" means the 3-calendar-month periods ending with March 31, June 30, September 30 and December 31 of any year.

Social Security credits (formerly called "quarters of coverage") are earned by working at a job or as a self-employed individual. A maximum of 4 credits can be earned each year.

Credits are based solely on the total yearly amount of earnings. All types of earnings follow this rule. The amount of earnings needed for each credit and the amount needed for a year in order to receive four credits are listed below.

Year	Quarter Minimum	Annual Minimum	Year	Quarter Minimum	Annual Minimum
1978	\$250	\$1000	1992	\$570	\$2280
1979	\$260	\$1040	1993	\$590	\$2360
1980	\$290	\$1160	1994	\$620	\$2480
1981	\$310	\$1240	1995	\$630	\$2520
1982	\$340	\$1360	1996	\$640	\$2560
1983	\$370	\$1480	1997	\$670	\$2680
1984	\$390	\$1560	1998	\$700	\$2800
1985	\$410	\$1640	1999	\$740	\$2960
1986	\$440	\$1760	2000	\$780	\$3120
1987	\$460	\$1840	2001	\$830	\$3320
1988	\$470	\$1880	2002	\$870	\$3480
1989	\$500	\$2000	2003	\$890	\$3560
1990	\$520	\$2080	2004	\$900	\$3600
1991	\$540	\$2160	<b>2005</b>	<b>\$920</b>	<b>\$3680</b>

If a current year quarter is included in the computation, use the current year amount as the divisor to determine the number of quarters available.

For quarters earned before 1978:

- A credit was earned for each calendar quarter in which an individual was paid \$50 or more in wages (including agricultural wages for 1951-1955);
- Four credits were earned for each taxable year in which an individual's net earning from self-employment were \$400 or more; and/or
- A credit was earned for each \$100 (limited to a total of 4) of agricultural wages paid during the year for years 1955 through 1977.

## Social Security Administration Consent for Release of Information

TO: Social Security Administration

_____	_____	_____
Name	Date of Birth	Social Security Number

I authorize the Social Security Administration to release information or records about me to:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

I want this information released because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(There may be a charge for releasing information.)

Please release the following information:

\_\_\_ Social Security Number  
\_\_\_ Identifying information (includes date and place of birth, parents' names)  
\_\_\_ Monthly Social Security benefit amount  
\_\_\_ Monthly Supplemental Security Income payment amount  
\_\_\_ Information about benefits/payments I received from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_ Information about my Medicare claim/coverage from \_\_\_\_\_ to \_\_\_\_\_  
   specify) \_\_\_\_\_  
\_\_\_ Medical records  
\_\_\_ Record(s) from my file (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_ Other (specify) \_\_\_\_\_

I am the individual to whom the information/record applies or that person's parent (if a minor) or legal guardian. I know that if I make any representation which I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Signature: \_\_\_\_\_

(Show signatures, names, and addresses of two people if signed by mark.)

Date: \_\_\_\_\_ Relationship: \_\_\_\_\_

10/05

VOLUME V, PART X, PAGE 1

A. INCOME DEDUCTIONS (7 CFR 273.9(d))

Financial eligibility of a household is based on gross or net income as described in Part XI.A. Benefit level is based on net income which is defined as the total of all countable income, both earned and unearned, after the appropriate allowable deductions have been made.

In evaluating expenses toward the calculation of the net income, the household is given credit only for expenses for which a money payment is made or due to someone outside the household. Except for Virginia Energy Assistance Program (fuel assistance) payments, deductions will not be allowed for expenses or the portion of expenses made through vendor payments or for which the household will be reimbursed. Participants of the Low-Income Home Energy Assistance Program (the Virginia Energy Assistance Program) are entitled to have actual utility expenses considered or to have the utility standard applied even if the expenses are covered by fuel assistance vendor payments but utility expenses reimbursed or paid through HUD or FmHA utility reimbursements are not deductible.

All households with income will be allowed the following deductions, if appropriate, in determining net income.

1. Standard Deduction (7 CFR 273.9(d)(1))

Each household is entitled to a standard deduction from the total gross income of the household. The amount of the deduction is dependent on the number of eligible household members. For the purpose of determining the standard deduction, household size will not include disqualified or ineligible members.

Household Size	Standard Deduction
1-4 members	\$134
5 members	<b>\$157</b>
6 or more members	<b>\$179</b>

2. Earned Income Deduction (7 CFR 273.9(d)(2))

Each household with countable earned income may have an earned income deduction. Twenty (20) percent of the countable gross earnings will be deducted.

The earned income deduction is not allowed on any portion of the earned income amount received through a work supplementation or support program that is attributable to public assistance benefits. The deduction is also not allowed when determining the amount overissued if the basis for the claim is because of the household's failure to report earned income timely.

10/05

VOLUME V, PART X, PAGE 2

3. Dependent Care Expense (7 CFR 273.9(d)(4))

This deductible expense is allowed only if necessary for a household member to accept or continue employment, seek employment, comply with employment and training requirements, or attend training or pursue education that is preparatory for employment. The expense may be incurred for the care of a child or other dependent.

The maximum dependent care deduction is \$200 per month for each child under two years of age and \$175 per month for each other dependent. The total dependent care expense for each dependent should be listed on the worksheet for evaluation but the amount used in the calculation will be limited to the maximum allowed.

Requirements for verification of dependent care expenses are in Parts III.A and E. Forms of acceptable verification include a signed statement from the provider, receipts signed by the provider, or statements from agencies or organizations assisting with child care expenses.

4. Shelter Expense (7 CFR 273.9(d)(5))

The cost of shelter will be considered after all other deductions have been determined. The allowable deduction for shelter may not exceed **\$400**. That portion of the monthly shelter costs that exceeds 50 percent of the household's adjusted net income will be a deduction but, not to exceed **\$400** per month. The adjusted net income is determined by subtracting the standard deduction, earned income deduction, dependent care deduction, child support deduction, homeless shelter standard and medical deduction from the total gross income.

Households that contain a member who is 60 years of age or older, or who is disabled, as defined in Definitions, may receive an excess shelter deduction that exceeds the shelter maximum allowed for other households. These households will receive the actual amount that exceeds half the net income.

The agency must add together all expenses that are part of the cost of shelter, except food, to arrive at a total shelter cost figure. In determining the amount to use as the cost of shelter, the following expenses will count unless vendor payments (Part XI.F.3.) with the exception noted below in item e. cover the expenses. Note the special provisions in section 7 for assessing shelter costs for homeless households.

10/05

VOLUME V, PART X, PAGE 3

- a. Rent, or mortgage or loan payments or other continuing charges leading to ownership of a home, mobile home, or other type of shelter are allowable. This includes second and/or third mortgages and condominium or association fees. It includes the initial cost of moving a mobile home from a dealer to a lot, along with any set-up charges at the lot. For a subsequent move of a mobile home, only the set-up costs at the new lot are allowable. Costs incurred by a tenant in lieu of full or partial rent are allowable rental costs, provided the arrangement is with the mutual agreement of the landlord.
- b. Real estate taxes or personal property taxes on mobile homes are allowable. Taxes on the contents are not allowable.
- c. Insurance premiums on the home structure are allowable. Separate costs for insuring furniture or personal belongings, are not allowable. If insurance premiums on the home structure are combined with other costs that cannot be separated, the total premium is allowable.
- d. Repair costs that result from a fire or flood or a similar disaster are allowable provided the household will not receive reimbursement or assistance from some other source such as insurance, or private or public relief agencies. The disaster does not have to be a presidential declaration but can be personal, such as a fire damaging only one home.
- e. Utilities incurred separately and apart from the rent or mortgage cost are allowable. Actual direct utility costs may be used in determining shelter costs, even if the Virginia Energy Assistance Program covers the costs by a vendor payment.

In some situations the household may be entitled to use the utility standard as its utility expense, rather than its actual utility expenses.

A standard utility allowance has been established based on the number of persons in the residence. The standard includes an allowance for heat, electricity, gas, water, sewerage, septic tank maintenance fees, garbage collection and telephone. A household may use the standard utility allowance only if the household is responsible for a heating or cooling expense, or it receives Low Income Home Energy Assistance Program benefits.

Number of Persons	Utility Standard
1 - 3	<b>\$227</b>
4 or more	<b>\$282</b>

Multiple family units living in the same residence may have only one standard utility allowance for the residence, based on the total number of people in the residence. The agency must divide the one utility standard among the units that contribute to meeting heating or cooling costs, whether or not each unit participates in the Food Stamp Program. In these instances, each unit may use only its prorated share of the standard allowance, unless it uses its actual costs. The agency may not prorate the standard allowance if the nonhousehold members are all excluded from the household because they are ineligible to participate in the Food Stamp Program.

Example

A three-person food stamp unit lives in a house with another person. The food stamp unit and the other person each pay half of the heating costs. The food stamp unit's standard utility allowance is **\$141**, i.e. **\$282** (based on total number of persons in the home being 4 or more) divided by 2 (the number of units contributing to heating costs). The food stamp unit may opt to use **\$141** as its utility costs, or may use its actual utility expenses.

Only those households that receive Low Income Home Energy Assistance payments or that are responsible for an identifiable heating or cooling expense or an established percentage of an identifiable expense have the option of the utility standard. A cooling cost is a verifiable utility expense relating to the operation of air conditioning systems or room air conditioners. A heating cost is a verifiable utility expense for a primary fuel source.

Examples

- 1) The food stamp client pays for electricity that the household needs to operate the oil furnace. Other persons in the home buy oil. The food stamp client is not entitled to the standard since he has no expense for the primary fuel source. The actual electric bill is allowable since this is a direct utility expense.
- 2) A food stamp client cuts his own wood. This wood is free, but he incurs expenses of gas and oil for his chain saw. The household may not use the standard since the household does not incur an expense for the primary fuel source. The actual incidental expenses connected with obtaining the wood are not allowable since these are not direct utility expenses.

If a household incurs a utility expense such as electricity or gas that includes heating or cooling along with other uses, e.g., cooking or lights, the utility standard may still be used. If the household does not incur a separate expense for heating or cooling, it is not entitled to the utility standard unless it receives Low Income Home Energy Assistance payments. Actual costs of utilities incurred by households not entitled to the utility standard are allowable expenses.

Households that have their utilities included in their rent, but who may, on occasion, have to pay an excess utility charge are not be allowed the use of the utility standard unless they receive Low Income Home Energy Assistance Payments. Households that receive HUD or FmHA payments may use the utility standard if they are responsible for utility costs beyond the HUD or FmHA payment. Households that pay a flat amount, not a percentage, for utilities to the homeowner instead of the utility vendor may not use the utility allowance. Actual or anticipated amounts for these utility charges are allowable.

If a household incurs a heating or cooling expense at any point during the year, or if such an expense is anticipated, or the household received a Low Income Home Energy Assistance payment during the period of time covered by the utility standard, or such a payment is anticipated, the utility standard may be used by the household for the full year.

#### Examples

- 1) A household buys oil twice a year in November and February to heat the home. This household is entitled to use the utility standard for the full twelve months of the year.
- 2) A household lives in an apartment where heat is included in the rent. The household, however, uses an air conditioner in the summer and is responsible for the electric bill for the apartment. Since a cooling expense is incurred, the household is entitled to use the utility standard for the full twelve months of the year.

Each household must receive a thorough explanation of the options available in considering utility expenses. The household may switch between use of the standard and actual costs only at the time of certification. If the household moves while certified, the household may switch from one to the other. If the household initially chose to use actual utility costs but the utility standard was allowed because

the household failed to verify the costs timely, the use of actual costs upon receipt of verification will not be allowed until recertification.

- f. The utility standard includes the basic service fee for a telephone so a household that uses the utility standard may not also claim a separate telephone expense. For a household that uses actual utility expenses and who incurs an expense for a basic telephone service, or an established percentage of such an expense, the household must use a telephone standard of **\$41**, or the appropriate percentage of the standard.

The agency must divide the telephone standard among households sharing the expense. A telephone expense is allowable even if the household is not entitled to any other utility allowance.

Example

Two food stamp units live together and each pays half of the telephone bill. The bill includes charges for basic service. Each household will receive half the telephone standard as its telephone expense.

- g. Initial installation fees charged by a telephone, utility, or septic tank company are allowed as an expense, over and above the cost of the actual utility. Initial installation fees are allowable even if the utility or phone standards are used. The household may choose to have the installation bill averaged over the months in the certification period or to have the bill assigned to the month received or due. If a payment or budget plan has been established, the expense may be allowed for each month in the payment plan.
- h. One-time deposits for utilities, telephones, apartments, etc., will not count as shelter costs.
- i. Shelter expenses, as described above, include the costs for a home (owned or rented) that is temporarily unoccupied provided the household intends to return to the home. The home may be unoccupied because of employment, training, illness, or a natural disaster or loss. If the household has shelter expenses for both an occupied and unoccupied home, the household is entitled to only one utility or telephone standard.

The cost of shelter cannot be claimed if the vacated home is rented to someone else or if a rent-free occupant is claiming the cost of shelter for the home in question for food stamp purposes.



10/05

VOLUME V, PART XI, PAGE 1

## A. INCOME ELIGIBILITY STANDARDS (7 CFR 273.9(a))

To be eligible for Food Stamp benefits, the countable gross monthly income of households shall not exceed the monthly income limits shown below in Chart #1. The gross income limits of Chart #1 do not apply to households with a member who is 60 years of age or over (including a member whose 60th birthday is in the month of application), or to households with a member who is disabled, as defined in Definitions.

For the self-employed, the EW must first exclude the cost of doing business. For the student receiving educational benefits, the EW must first exclude allowable educational expenses as described in Part XII.G.

All households, except those that are categorically eligible, must be determined eligible based only on net income (gross income less allowable deductions listed in Part X.A). The maximum net income limits are shown in Chart #2.

INCOME ELIGIBILITY LIMITS		
Household Size	CHART #1	CHART #2
	Gross Income Maximum	Net Income Maximum
1	\$ 1,037	\$ 798
2	1,390	1,070
3	1,744	1,341
4	2,097	1,613
5	2,450	1,885
6	2,803	2,156
7	3,156	2,428
8	3,509	2,700
Each additional member	+354	+272

Net income is the basis for the allotment for all households. While categorically eligible households, as defined in Part II.H.3, do not have to meet either the gross or net income eligibility standards, the net income limits are used to determine entitlement to an allotment even for these households.

## B. COUNTABLE INCOME

Countable income is all household income, earned and unearned, from whatever source, excluding only that income specified in Part XI.F.

Income received by one person for another person or for multiple beneficiaries is considered the income of the person receiving it, unless the provisions of Part XI.G (earned income of several members combined into one payment) are applicable. Evaluate any income exclusions, such as third party fund exclusion, according to Part XI.F.

7/03

VOLUME V, PART XI, PAGE 2

When verification of income is required, the local agency must verify gross amounts, and the rate and frequency (i.e., weekly, semi-monthly, etc.) of the income the employee receives. For income received more often than monthly, verify the payment cycle, i.e., the day the employee receives the income.

C. EARNED INCOME (7 CFR 273.9(b)(1))

Earned income includes:

1. Wages and Salaries

All wages and salaries for services performed as an employee. This includes wages held by an employer at the employee's request and advances on wages as discussed in Part XII.G Gross wages are considered, regardless of the amount and nature of the deductions, unless any portion of the gross pay is considered excludable under Part XI.F or unless the gross amount reflects credit for employee benefits. In situations where benefits are reflected as credits and where the employee cannot elect to receive a cash payment, the amounts shown on the pay stub will not count as income. If an employee elects to have money withheld from the earnings to pay for employee benefits, that money must be counted as income.

If the employer still considers the individual as an employee, consider vacation pay and sick pay as earned income. Additionally, for sick pay, the employer must make the payment directly in order to consider the money as earned income; otherwise, it is unearned income.

If the individual has terminated employment, accumulated vacation pay and sick pay are considered earned income if received in more than one installment, and a lump sum resource if received in one installment. Laid-off employees are terminated employees for the purposes of this policy. If a laid-off employee opts not to withdraw vacation and/or sick pay, the value of such funds counts as an available resource.

Consider bonus pay as earned income.

Consider severance pay as unearned income.

2. Self-Employment Income

The gross income from a self-employment enterprise including the total gain from the sale of any capital goods or equipment related to the business, excluding the cost of doing business. (See Part XII.A.)

10/03

VOLUME V, PART XII, PAGE 5

Sale price	\$1,000
Reported as gross	<u>x 50%</u>
Taxable income	\$ 500

For Food Stamp purposes the entire proceeds, or \$1,000, would be included as gross income.

5. Allowable Costs of Producing Self-Employment Income (7 CFR 271.11(a)(4))

Allowable costs of producing self-employment income include, but are not limited to, the following:

- a. the identifiable costs of labor, stock, raw material, seed and fertilizer.
- b. payments on the principal of the purchase price of income producing real estate and capital assets, equipment, machinery and other durable goods or on the principal for improvements to real estate.
- c. interest paid to purchase income producing property, capital assets, equipment, machinery, and other durable goods.
- d. insurance premiums paid on income producing property.
- e. taxes paid on income producing property.
- f. costs of repairs to property needed for general maintenance.
- g. identifiable shelter costs needed for the business enterprise.

For households whose mortgage payments represent an investment in the household's residence as well as an investment in income producing property, the mortgage payment, interest, and taxes will be deductible only as part of the household's shelter costs and not as a cost of producing income. If the household can document, however, that costs on that portion of the home used in the self-employment enterprise are separate and identifiable, payments on the mortgage principal, taxes, interest, and other identifiable costs may be deducted as a cost of doing business.

6. Costs Not Allowed (7 CFR 273.11(a)(4)(ii))

The following items are not deductible as a cost of doing business:

- a. net losses from previous periods.
- b. federal, state, and local income taxes.

10/05

VOLUME V, PART XII, PAGE 6

- c. money set aside for retirement purposes.
- d. other work related personal expenses, such as transportation to and from work.
- e. depreciation.

NOTE: "b", "c", and "d" are included in the 20% earned income deduction.

7. Allowable Costs of Producing Income for Day Care Providers

When day care is provided in the home of a member of one household to children other than those living in the same food stamp household, an allowance must be made for the cost of meals and snacks that are provided. The allowance is as follows, unless the provider documents actual costs that exceed these amounts:

Breakfast - **\$1.06** per meal; Lunch or Supper - **\$1.96** per meal;  
Snacks - **\$.58** per meal.

Money paid to day care providers under Section 12 of the School Lunch Act to serve meals to children, other than their own, is countable. Allowable business costs, as described above, are given.

8. Net Loss from Farm or Fishing Operations (7 CFR 273.11(a)(2)(iii))

Self-employed farmers, as defined in Part XII.A.b, and self-employed fishermen may have a net loss once allowable costs of doing business are deducted from gross farm income. If the farmer or fisherman receives annual gross proceeds of \$1,000 or more from the farming or fishing enterprise, any net loss amount must be prorated over the year in the same manner used to prorate the farm or fishing income. Losses from farm or fishing self-employment enterprises are offset in two phases. The first phase is offsetting against non-farm/fishing self-employment income. The second phase is offsetting against the total of earned and unearned income. The gross income eligibility standard is applied after offsetting. The earned income deduction is based on wages and salaries, and any income from self-employment remaining after the first phase of offsetting.

9. Depreciation

Depreciation is not allowed as a cost of producing self-employment income for equipment, machinery or other capital investments necessary to the self-employment enterprise.

7/05

VOLUME V, PART XII, PAGE 23

- the TANF case is closed because there are no eligible children in the home as a result of a child protective services investigation;
- the TANF case is closed after discovery that the case was approved in error;
- the food stamp case or members have a sanctioned or disqualified status because of noncompliance with Food Stamp Program rules; and,
- the TANF case closed because of the household's failure to renew its eligibility at the end of the certification period.

1. Calculation of Benefits

Households will receive benefits during the transitional period based on the circumstances that existed at the time of the TANF case closure. In instances where the TANF case is connected to the food stamp case, ADAPT will recalculate food stamps to subtract the TANF grant amount from the food stamp calculation for the month of the TANF case closure. In other instances, the EW must recalculate the benefits. The calculations must reflect the removal of the TANF grant amount and the TANF Match payment for child support received. The calculations must not include a substitution of the TANF amount with any new income amount that may have caused the TANF case closure. The EW must leave all other eligibility factors in place, including income, deductions and household composition.

The EW must not reflect any changes in the food stamp allotment during the Transitional Benefits period. As the agency discovers changes or the household reports changes in its circumstances, the EW must act on those changes for food stamps but override any system recalculations of the allotment to reflect the "frozen" amount as calculated above. In instances where household members leave the household and subsequently apply in another food stamp household, the EW must delete the household members who are in another food stamp household and adjust the allotment for the new household size. In other words, during the Transitional Benefits period, except for household composition changes to delete members to prevent duplicate participation, the EW must not adjust benefits to reflect changes.

Households receiving Transitional Benefits will not be entitled to adjusted benefits through a mass change if a mass change occurs during the Transitional Benefits period.

10/05

VOLUME V, PART XII, PAGE 24

3. Transitional Benefits Procedures

The Transitional Benefits period will be for five calendar months after the effective date of the TANF case closure. The certification period for Transitional Benefits cases will be five months. The EW must adjust the original certification period to lengthen or shorten the period so that the certification period will be five months.

The EW must provide the household with a Notice of Action to notify the household of the revised benefit amount and new certification period. The agency must send the Notice of Expiration before the last month of the new certification period to notify the household to reapply for benefits in order to continue to receive food stamp benefits.

Households that receive Transitional Benefits are not required to report changes in their circumstances for the Food Stamp Program except a change of address. These households are not subject to the Interim Reporting requirements as addressed in Part XIV.

4. Ending Transitional Benefits

- Eligibility for Transitional Benefits will end the month an application for TANF benefits is filed if the household reapplies for TANF assistance. The EW must provide an adequate notice for the closure. The application will be treated as an application for food stamp benefits unless the household elects not to apply for food stamps.
- Eligibility for Transitional Benefits will also end as soon as administratively possible if a TANF case is reinstated because of the household's request for continued benefits for a timely-filed appeal. The food stamp case must be changed to reflect the original certification period and calculations that existed before the conversion to Transitional Benefits. The EW must provide an adequate notice.
- Transitional Benefits will end as soon as administratively possible when the household requests closure of the case. The EW does not need to send a notice to the household if the request is made in writing or in person. The household must reapply for food stamp benefits to receive additional benefits.
- Transitional Benefits will end when a household moves from Virginia. The EW does not have to provide either an advance or an adequate notice.

10/05

VOLUME V, PART XIII, PAGE i

PART XIII ELIGIBILITY DETERMINATIONS AND BENEFIT LEVELS

<u>CHAPTER</u>	<u>SUBJECT</u>	<u>PAGES</u>
A.	DETERMINING HOUSEHOLD ELIGIBILITY AND BENEFIT LEVELS	1
	1. Household Composition	1-2
	2. Special Circumstances	2
	3. Income and Deductions	3-5
B.	EVALUATING EXPENSES	5-6
	1. As Billed	5-6
	2. Averaged	6
	3. Anticipated	6-7
	4. Medical Expenses	7-9
C.	COMPUTATION OF NET INCOME AND BENEFIT LEVEL	9-11
D.	PRORATION OF BENEFITS	11-15
	1. Initial Month Benefits	11-12
	2. Proration for Special Circumstances	12-14
	3. Proration Charts	15





10/05

VOLUME V, PART XIII, PAGE 1

A. DETERMINING HOUSEHOLD ELIGIBILITY AND BENEFIT LEVELS (7 CFR 273.10(a))

Eligibility and level of benefits for those submitting an initial application, reapplication or recertification must be based on circumstances reasonably anticipated for the months of eligibility.

Applicant households consisting of residents of a public institution who apply jointly for SSI and food stamps prior to release from the institution will have their eligibility determined for the month in which the applicant was released from the institution.

Because of anticipated changes, a household may be eligible for the month of application, but ineligible in the subsequent month. The household is entitled to benefits for the month of application even if the processing of its application results in the benefits being issued in a subsequent month. Similarly, a household may be ineligible for the month of application, but eligible in a subsequent month due to anticipated changes in circumstances. Even though denied for the month of application, the household does not have to reapply in the subsequent month. [The same application must be used for the denial for the month of application and the determination of eligibility for subsequent months, within the timeliness standards in Part II.F.]

As a result of anticipating changes, the household's allotment for the month of application may differ from its allotment in subsequent months. The local agency must establish a certification period for the longest possible period, as allowed by Part IV.A.2. over which changes in the household's circumstances can be reasonably determined. The household's allotment can vary month to month within the certification period to reflect changes determined at the time of certification. Benefits for the initial month or a subsequent month must be prorated from the day of application, the day the household provides the last verification or takes the final action, or the day the household establishes eligibility in accordance with Part XIII.D.

1. Household Composition

A household's membership for eligibility determination and benefit level is assessed as of the application date for the month of application or the first day of the month following entry or attachment to the household for ongoing eligibility. Refer to Part VI of this manual for guidelines in determining household composition.

10/05

VOLUME V, PART XIII, PAGE 2

If any household member is included in another active food stamp case for the month of application, reapplication or recertification, eligibility for the remaining household members must be determined. The household member included in another case is added to the current case as soon as administratively possible.

The EW must add the individual to the gaining household for the earliest possible month after the move. However, if the person cannot be removed from the old household effective the following month, the person cannot be added to the new household until the person is deleted from the old one. For example, a member moves on June 28 and there is insufficient time to send advance notice effective July 1, so the deletion is effective August 1. A new member cannot be added to the household until the individual's income and resources have been determined and eligibility determined.

If the individual's move coincides with the gaining household's recertification, the new member is added in the same timeframes as though the change occurred during the certification period. The new member is added for the earliest possible month, and depending on the dates involved, the recertification may be processed without the new member being immediately included.

NOTE: Participation in more than one household in a month is prohibited, with the exception noted in Part VII for people who leave a household containing a person who abused them and enter a shelter for battered women and children.

When a household reports the loss of a member, the individual is deleted as soon as administratively possible. The EW has a maximum of 10 days to act on the change. A 10-day advance notice period must be provided if the deletion results in negative action.

When an individual is deleted from a household, the income and deductible expenses of the person must be deleted effective the same month, unless the provisions for considering income and expenses of ineligible or disqualified members are applicable.

## 2. Special Circumstances

**The EW must evaluate issues related to changes in the age of household members if the change occurs in the month of application or the month following the application filing date. The EW must evaluate any age changes that occur during the certification period at recertification/renewal. Except for the allowance of medical expenses, issues related to changes in age must be reflected the month after the household member's birthday.**

3. Income and Deductions (7CFR 273.10(c), FNS Waiver 910006)

The EW must calculate the allotment using the household members' anticipated income and deductible expenses.

The provisions of this chapter do not generally apply to households with self-employment or contract income. Household members whose income is from self-employment (Part XII.A) or a contract (Part XII.F) will have these types of income averaged as described in the chapters cited. The income is assigned to the months over which it is averaged. If a household member's status as a self-employed person or contract employee changes, the last month to consider income from those sources is the month the change in status occurs.

Households receiving monthly or semi-monthly income, such as state or federal assistance payments, or semi-monthly pay checks, must have the income assigned to the normal month of receipt, even if mailing cycles, weekends or holidays cause the income to be received in a different month.

For the on-line systems used to verify child support or unemployment benefits, mailing and processing days must be added to the payment dates shown to properly reflect the period of receipt for food stamp program purposes. Checks are prepared and mailed on the business day following the APECS disbursement date or the VEC warrant date. Two mail days must be allowed to determine the payment date and month of receipt. For support payments that are directly deposited in a bank account, the bank statement should be used to determine the payment date and month of receipt.

The EW must take into account the income already received by the household during the application process and any anticipated income the household and local agency are reasonably certain will be received during the months of certification. If the amount of income, or when it will be received, is uncertain, that portion of the household's income that is uncertain shall not be counted by the local agency.

For migrant and seasonal farmworker households, the judgement of the EW that income is reasonably certain to be received is to be based on formal or informal commitments for work for individual households, rather than on the general availability of work in an area. Also, income should not be based on an assumption of optimum weather or field conditions.

If the total amount of the income is unknown, the portion that the EW can anticipate with reasonable certainty is countable as income. The worker should not automatically project amounts of past income to the household or assume that current income will continue without exploring the situation with the household.

The EW must advise households to report all changes in gross monthly income, as described in Part XIV.

For earned income sources, the EW must discuss the work patterns with the household by considering:

- the number of days and hours normally worked
- whether overtime pay is available or likely
- whether the job is subject to external forces, such as weather
- the number of days usually missed and if pay is affected

Work patterns or patterns of receiving income must be considered when determining income or in determining whether to average several monthly amounts to more accurately project future income. Document the decisions made regarding averaging, the exclusion or inclusion of certain amounts, etc.

For new income sources, the EW must determine rate of pay, the number of hours expected, pay date, pay period and date of receipt. Complete information must be known before counting the income. Estimating amounts by using the rate of pay multiplied by the expected number of hours is acceptable if representative pay stubs are not available. After the initial pay cycles are established, pay stubs or payroll records must be used to project the income unless the EW documents that the information is not representative and why an estimate should be used.

At initial application and reapplication, the income generally to count is the income verified for the calendar month before the month of application. For recertification applications, the income generally to count is the income verified for the month before the month certification ends. However, if the income for this period is not the amount the household expects to receive during the certification period, the EW must work with the household to determine the correct amount.

The EW must request income verification for at least the month before the application filing date, including establishing the onset and termination of income. For applications filed at the end of the month, the EW should also verify the income for the application month. If income amounts change by \$25 or more from one pay period

10/05

VOLUME V, PART XIV, PAGE 1

## A. CHANGES DURING THE CERTIFICATION PERIOD

When changes occur within the certification period that affect the household's eligibility or the amount of the benefit allotment, the agency must act to adjust the household's benefit level. The responsibility for changes lies with both the recipient household and the local agency. The household must report certain changes in income and household status; the local agency must act to make adjustments in entitlement and benefit level based on reported changes and for changes the agency initiates. Unless prohibited, certified households must file an Interim Report about their circumstances during the certification period.

1. Changes that Must Be Reported

Certified households must report the following changes in their circumstances:

- a. A new physical or mailing address.
- b. When the total income exceeds the gross income limit based on household size at the time of certification, the Interim Report evaluation, or a change reported during the certification period. The income limits are:

Household Size	<u>Income Limits</u>			
	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-monthly Amount
1	\$1,037	\$241.16	\$ 482.32	\$ 518.50
2	1,390	323.25	646.51	695.00
3	1,744	405.58	811.16	872.00
4	2,097	487.67	975.34	1,048.50
5	2,450	569.76	1,139.53	1,225.00
6	2,803	651.86	1,303.72	1,401.50
7	3,156	733.95	1,467.90	1,578.00
8	3,509	816.04	1,632.09	1,754.50
<b>Additional members</b>	<b>+ \$354</b>	<b>+ \$82.32</b>	<b>+ \$164.65</b>	<b>+ \$177.00</b>

- c. Persons exempt from time-limited benefits of the Work Requirement because they are working for an average of 20 hours per week must report when their work hours fall below 20 hours weekly.

Households that receive benefits through the Transitional Benefits component for former TANF recipients do not have to report changes except changes in their address.

Households must report the changes listed above within 10 calendar days from the date the household knows of the change or, at the

latest, 10 days into the next month after the month the change occurs. The 10-day reporting period will begin the day the household knows of the change. If the household is uncertain of the exact date or amount of the change, then the 10-day reporting period will begin the day the change occurs.

The household may report a change on the Change Report Form, by telephone, by personal contact, by mail, or electronically. The household may also report a change of its circumstances with the filing of the Interim Report. A household member, an authorized representative, or any person having knowledge of the household's circumstances may report the change to any staff member of the local agency. When the household reports the change by mail, the report will be timely as long as the postmark of the letter is within the required 10-day period regardless of when the local agency receives the information.

During the interview, the EW must advise an applicant of the responsibility to report changes within the required period and of the changes the household must report. The EW must provide the household the telephone number of the food stamp office and, if necessary, a toll-free number or a number for accepting collect calls from households outside the local calling area.

The local agency must provide the Change Report Form to each household at initial application and reapplication and when the agency alters the household size. Additionally, the local agency must provide the form at recertification, if the household needs another form, and whenever the household returns a form or reports a change in the number of household members. The EW must discuss use of the form with the household during the interview.

An applying household must report changes related to its Food Stamp eligibility and benefits at the certification interview. The household must report the changes noted at the beginning of this chapter that occur after the interview but before the date of the Notice of Action to approve the case within 10 days of the date of the approval notice.

2. Local Agency Action on Changes (7 CFR 273.12(c), 273.2(f))

Except when households receive Transitional Benefits for former TANF recipients, the agency must act promptly to terminate or to adjust benefits when changes in household circumstances are reported by recipient households, including information about an impending change reported at application/renewal. For Transitional Benefits cases, the EW must input changed information in ADAPT during the Transitional Benefits period but grant benefits in the frozen amount calculated when the TANF case closed by using the override feature of ADAPT. (See Part XII.H.)

10/04

VOLUME V, PART XVII, PAGE 13

1. All adult members of the household are dead and there are no plans by the local agency to pursue collection from the estate; or
2. A claim has an outstanding balance of \$25 or less and no payment has been made for 90 days or more; or
3. No payments have been received in three years and the claim has not been referred to TOP; or
4. The household cannot be located, unless the claim has been referred to TOP. If the claim has been referred to TOP, the local agency may keep the claim active until the claim meets criteria #3, listed above; or
5. A claim has been discharged through bankruptcy; or
6. A claim has been transferred to another state for collection.

A claim against a participating or a non-participating household must also be terminated if there is insufficient information or documentation to substantiate that the claim was properly established or to determine the correctness of the balance due. Properly established means that an initial demand letter was mailed or a court ordered repayment.

The local agency must document the reason for the termination.

L. INVALID CLAIMS

A claim found to be invalid through a fair hearing, the ADH process, a court determination, or discovered as erroneously established by the State or local agency, must be deleted from the claims tracking system.

M. IPV DISQUALIFICATION PENALTIES (7 CFR 273.16(b))

1. IPV Penalties

Individuals found to have committed an IPV, either by a court of appropriate jurisdiction or by an ADH or, who waived their right to an ADH, are ineligible to participate in the Food Stamp Program for:

- a. One year for the first violation;
- b. Two years for the second violation; and,
- c. Permanently for the third violation.

10/05

VOLUME V, PART XVII, PAGE 14

- d. Ten years for a determination that fraudulent statements or representations of identity or residency were made to receive benefits in more than one household at the same time. The ten-year penalty does not apply when a household fails to report a move to the agency at a former address.

An individual may receive more than one IPV by violating two or more unrelated program rules, such as change reporting and trafficking, during the same time period.

In addition to these disqualification penalties, individuals may be disqualified from the program for other program violations. Individuals will be disqualified for two years for a finding by a court that they used food stamps to purchase illegal drugs. A second court finding regarding these purchases will result in permanent disqualification from the program.

Individuals will be permanently disqualified from the program based on a court finding that food stamps were used to purchase firearms, ammunition, or explosives, even if it is the first such finding.

A conviction of trafficking in food stamps of \$500 or more will also result in the permanent disqualification of the individual.

2. Reporting Procedures (7 CFR 273.16(i))

**Local workers must complete the Disqualified Recipient Report screen of the Claims Tracking System. Online screen help is available in the Claims Tracking System to allow the worker to identify correctly the offense code and associated penalty.**

**In addition to completing the Disqualified Recipient Report screen, workers must enter information in the Electronic Disqualified Recipient Subsystem (eDRS) to report information about individuals disqualified for an IPV. The disqualification may be based on an ADH, a conviction by a court of appropriate jurisdiction, or a waiver to an ADH. Local workers must enter information in the eDRS within 30 days of the effective date of disqualification.**

In cases where the disqualification for IPV is reversed by a court of appropriate jurisdiction, or was submitted in error, the agency must **update the eDRS** to delete the information relating to the disqualification.



10/05

VOLUME V, PART XVII, PAGE 15

3. Imposition of Disqualification Penalties

To determine the appropriate disqualification penalty to impose on an individual who has been found to have committed fraud or an IPV, the local agency must access the **eDRS** to see if there is a record of other IPV rulings for individual household members.

One or more IPV disqualifications that occurred before April 1, 1983, will be considered as only one previous disqualification when determining the appropriate penalty to impose in a case under consideration.

When **eDRS** is used to determine the disqualification penalty for an individual found to have committed an IPV, the local agency must verify the information with the Locality Contact provided by the **eDRS**. A verbal confirmation from the Locality Contact may be accepted for the initial assessment but documentation that supports the prior disqualification(s), must be obtained before a final determination is made of the length of the penalty.

The actual number of prior disqualifications will determine the penalty for a new IPV, not the disqualification number that a State or a Virginia locality assigned to the offense. Only the individual found guilty of IPV is disqualified, not the entire household.

If a court fails to impose a disqualification period for the IPV or fraud conviction, the local agency must impose the disqualification penalties described in this chapter unless it is contrary to the court order. If disqualification is ordered by the court, but a date for initiating the disqualification period is not specified, the individual must be disqualified beginning with the first month which follows the date of the court decision.

If a hearing officer rules that the household member committed an IPV, that member must be disqualified beginning with the first month that follows the date the household member received written notification of the hearing decision. If the household member signed a waiver to an ADH, that member must be disqualified beginning with the first month which follows the date the signed waiver was received by the agency.

For a disqualification that results from a court decision or the Administrative Disqualification Hearing process, the local agency must send the Notice of Disqualification to inform the household of the length, reason and starting date of the disqualification. The local agency must maintain a copy of the report.

10/05

VOLUME V, PART XVII, PAGE 16

A local agency may not lengthen the disqualification period after it has been imposed by judicial decision, ADH, or waiver. Once a disqualification penalty has been imposed, the period of disqualification must continue uninterrupted until completed, regardless of the eligibility of the disqualified member's household. If an additional IPV is determined for a person who is already serving a disqualification period, the new disqualification period(s) must begin before the original period expires so that the disqualification periods run concurrently.

If the local agency determines the household member is currently serving a disqualification imposed by another locality within Virginia or imposed by another state, the local agency must calculate how much time is remaining in the disqualification period before adding the person to the case as an active household member. If a month or more remains in the disqualification period, the local agency must disqualify the household member for the remainder of the disqualification period.

If the agency fails to impose the disqualification within the timeframes described above, an agency-caused claim (AE) must be established for the months the individual should have been disqualified. A household-caused claim (IHE) must be established if the agency discovers that a member participated during a disqualification period imposed by another locality or state.

#### 4. Use of eDRS Prior to Certification

The data submitted to the **eDRS** can be used to determine the eligibility of persons prior to certification, when the agency has reason to believe a person is subject to disqualification in another political jurisdiction.

Information obtained from the **eDRS** must be independently verified. A verbal response from the **eDRS** Locality Contact is acceptable for the initial assessment. The household must be given an opportunity to respond to the verbal information obtained from the Locality Contact. If the household affirms the verbal information provided by the Locality Contact, a determination on the individual member's eligibility may be made without additional documentation from the Locality Contact. The household is allowed a minimum of 10 days to respond to the **eDRS** findings.

If the household member disputes the information or fails to respond to the request for information, the EW must get written documentation from the Locality Contact to process the application or to determine the length of the disqualification penalty. If the household is not entitled to expedited processing, the agency must hold the application pending until the written verification from the Locality

10/05

VOLUME V, PART XVII, PAGE 17

Contact is received. Applications entitled to expedited processing must be processed and benefits delivered within the required seven-day period, even if the household's affirmation or written documentation from the Locality Contact is not received by the seventh day. An IHE claim must be established, however, for any overpaid benefits.

N. DOCUMENTATION

The local agency that establishes the claim must maintain documentation to support proper establishment of the claim, including how the overpayment amount was determined, documentation to support the date of discovery and documentation to support disqualification. In addition, documentation to support the balance due must also be maintained by the agency(s) collecting the payments. Documentation includes, but is not limited to, verifications from employers, landlords, schools; applications with false or omitted information; a copy of the initial demand letter; a copy of the *Notice of Disqualification*; and receipts for cash payments. If the local agency does not have documentation to support the claim, the claim must be terminated.

O. INTRASTATE/INTERSTATE CLAIMS COLLECTION (7 CFR 273.18(i))

In cases where a household moves out of the locality or out of Virginia, the local agency may initiate or continue collection action against the household for any overpayment to the household which occurred while the household was under the local agency's jurisdiction. If the local agency does not intend to pursue collection from a household that has moved to another state because the other state will be pursuing collection, i.e. allotment reduction, the claim must be terminated.

Local agencies may pursue collection on claims established in another locality or state. The local agency or state that overpaid benefits to the household will have the first opportunity to collect any overpayments. If the local agency or state which overpaid benefits, however, does not take prompt action to collect, then the local agency which has jurisdiction over the area into which the household moves should initiate action to collect the overpayment. However, prior to initiating action to collect such overpayments, the local agency in the new locality must contact the old locality or state to ascertain that it does not intend to pursue prompt collection or is not receiving payments on the claim.

P. BANKRUPTCY (7 CFR 273.18(j))

Local agencies must act on behalf of, and, as USDA, in any bankruptcy proceeding against bankrupt households owing food stamp claims. Local agencies possess any rights, priorities, interests, liens or privileges,

and must participate in any distributions of assets, to the same extent as USDA. Acting as USDA, local agencies have the power and authority to file objections to discharge, proofs of claims, exceptions to discharge, petitions for revocation of discharge, and any other documents, motions or objections that USDA might have filed. Any amounts collected under this authority must be transmitted to the Virginia Department of Social Services as normal claims payments.

Q. SUBMISSION OF PAYMENTS (7 CFR 273.18(1))

Once a month, local agencies must submit one consolidated check, payable to the "Treasurer of Virginia", to cover cash and state tax intercept payments received from all households for the month. The check must be sent to:

Virginia Department of Social Services  
Division of Finance  
7 North Eighth Street  
Richmond, VA 23219-3301

The *Monthly Payment Record* (MPR) must be sent with the consolidated check. If no cash or state tax intercept payments are received during the month, a MPR must still be submitted to indicate that no payments were received. The check and the MPR must be sent so as to be received by the 15th day of the month following the report month.

R. DISPUTED CLAIMS

If a fair hearing or a court did not establish the amount of a claim, the household has 90 days from the date of the demand letter to appeal the amount by requesting a fair hearing.

The household must also be notified of the following actions relating to claims and has the right to appeal these:

- After initial notification, whenever the amount of the claim changes;
- Whenever a claim is used to offset a restoration and prior notification of the claim had not been given;
- When multiple overissuances total \$125 or more and collection action is now being initiated, and prior notification of the claim had not been given.

10/05

VOLUME V, PART XIX, APPENDIX I, PAGE 1

VIRGINIA LEGAL AID PROJECTS

<u>Name and Address</u>	<u>Areas Served</u>
Blue Ridge Legal Services, Inc. 204 North High Street Harrisonburg VA <b>22803</b> 540-433-1830 1-800-237-0141	Augusta County Harrisonburg Highland County Page County Rockingham County Southern Shenandoah Staunton Waynesboro
Blue Ridge Legal Services, Inc. P.O. Box 436 119 South Kent Street Winchester VA <b>22604</b> 540-662-5021 1-800-678-5021	Clarke County Frederick County Northern Shenandoah County Warren County Winchester
Blue Ridge Legal Services, Inc. 203 North Main Street Lexington VA 24450 540-463-7334 540-862-7642: Covington, Clifton Forge, Alleghany	Alleghany County Bath County Buena Vista Clifton Forge Covington Lexington Rockbridge County
Blue Ridge Legal Services, Inc. 132 Campbell Avenue, SW Suite 300 Roanoke VA <b>24011</b> <b>540-344-2080</b> 1-866-534-5243	Bedford Bedford County Botetourt County Craig County Franklin County Roanoke Roanoke County Salem
Central Virginia Legal Aid Society 101 West Broad Street, Suite 101 Richmond VA 23220 P.O. Box 12006 Richmond, VA 23241 804-648-1012 1-800-868-1012	Charles City County Chesterfield County Goochland County Hanover County Henrico County New Kent County Powhatan County Richmond City
Central Virginia Legal Aid Society <b>1000 Preston Avenue, Suite B</b> Charlottesville VA 22903 434-296-8851 1-800-390-9983	Albemarle County Charlottesville Fluvanna County Greene County Louisa County Nelson County

10/05

VOLUME V, PART XIX, APPENDIX I, PAGE 2

VIRGINIA LEGAL AID PROJECTS

<u>Name and Address</u>	<u>Areas Served</u>
Central Virginia Legal Aid Society 10-A Bollingbrook Petersburg VA 23803 804-862-1100	Charles City County Colonial Heights Dinwiddie County Hopewell Petersburg Prince George County Surry County
Eastern Virginia Legal Aid Society 125 St. Paul's Boulevard, <b>Suite 400</b> Norfolk VA 23510 757-627-5423 1-800-868-1072	Chesapeake Norfolk Portsmouth Virginia Beach
Legal Aid Justice Center 1000 Preston Avenue, Suite A Charlottesville VA 22903 434-977-0553 1-800-578-8111	Albemarle Charlottesville Fluvanna Greene Louisa Nelson
Legal Aid Society of Roanoke Valley <b>132</b> Campbell Avenue SW, <b>Suite 200</b> Roanoke VA <b>24011</b> 540-344-2088 1-800-711-0617	Bedford Bedford County Botetourt County Craig County Franklin County Roanoke Roanoke County Salem
Legal Services of Eastern Virginia 2017 Cunningham Dr. Suite 300 Hampton VA 23666 757-827-2912 1-800-944-6624	Chesapeake Hampton Newport News Norfolk Portsmouth Virginia Beach
Legal Services of Eastern Virginia 199 Armistead Avenue Williamsburg VA 23185 757-220-6837 1-800-455-8208	Gloucester County James City County Mathews County Middlesex County Poquoson Williamsburg York County

10/05

VOLUME V, PART XIX, APPENDIX I, PAGE 3

VIRGINIA LEGAL AID PROJECTS

<u>Name and Address</u>	<u>Areas Served</u>
Legal Services of Eastern Virginia 36314 Lankford Highway, Suite 5 P.O. Box 306 Belle Haven VA 23306 757-442-3014 1-800-455-8208	Accomack County Northampton County
Legal Services of Northern Virginia <b>6066 Leesburg Pike</b> Suite <b>500</b> Falls Church VA <b>22041</b> 703-778-6800	Alexandria Arlington County Fairfax County
Legal Services of Northern Virginia 603 King Street, 4 <sup>th</sup> Floor Alexandria VA 22314 703-684-5566	Alexandria
Legal Services of Northern Virginia 1916 Wilson Boulevard, Suite 200 Arlington VA 22201 703-532-3733	Arlington County Falls Church
Legal Services of Northern Virginia 4080 Chain Bridge Road Fairfax VA 22030 703-246-4500	Fairfax Fairfax County
Legal Services of Northern Virginia <b>109 N. King Street, SW</b> Leesburg VA <b>20176</b> 703-777-7450	Loudoun County
Legal Services of Northern Virginia 9240 Center Street Manassas VA 20110 703-368-5711	Manassas Manassas Park Prince William County
<b>Legal Services of Northern Virginia</b> <b>8305 Richmond Highway, Suite 17B</b> <b>Alexandria, VA 22309</b> <b>703-778-3448</b>	<b>Fairfax County</b>

10/05

VOLUME V, PART XIX, APPENDIX I, PAGE 4

VIRGINIA LEGAL AID PROJECTS

<u>Name and Address</u>	<u>Areas Served</u>
Rappahannock Legal Services, Inc. 910 Princess Anne Street Fredericksburg VA 22401 540-371-1105	Caroline County Fredericksburg King George County Spotsylvania County Stafford County
Rappahannock Legal Services, Inc. 314 North West Street Culpeper VA 22701 540-825-3131	Culpeper County Fauquier County Madison County Orange County Rappahannock County
Rappahannock Legal Services, Inc. P.O. Box 1662 Tappahannock VA 22560 804-443-9393 1-800-572-3094	Essex County King & Queen County King William County Lancaster County Northumberland County Richmond County Westmoreland County
Southwest Virginia Legal Aid Society, Inc. 155 Arrowhead Trail Christiansburg VA 24073 540-382-6157 1-800-468-1366	Floyd County Giles County Montgomery County Pulaski County Radford
Southwest Virginia Legal Aid Society, Inc. 227 West Cherry Street Marion VA 24354 276-783-8300 1-800-277-6754	Bland County Bristol Carroll County Galax Grayson County Smyth County Washington County Wythe County
Southwest Virginia Legal Aid Society, Inc. <b>16932 West Hills Drive</b> P.O. Box 670 Castlewood VA 24224 276-762-9356 1-888-201-2772	Buchanan County Dickenson County Lee County Norton Russell County Scott County Tazewell County Wise County



10/05

VOLUME V, PART XIX, APPENDIX I, PAGE 5

VIRGINIA LEGAL AID PROJECTS

<u>Name and Address</u>	<u>Areas Served</u>
Virginia Legal Aid Society 513 Church Street Lynchburg VA 24504 <b>434-846-1326</b> <b>1-866-534-5243</b>	Amherst County Appomattox County Campbell County Halifax County Lynchburg
Virginia Legal Aid Society 105 S. Union Street, Suite 400 Danville VA 24541 <b>434-799-3550</b> <b>1-866-534-5243</b>	Danville Martinsville Henry County Patrick County Pittsylvania County
Virginia Legal Aid Society, Inc. 104 High Street Farmville VA 23901 <b>434-392-8108</b> <b>1-866-534-5243</b>	Amelia County Buckingham County Charlotte County Cumberland County Lunenburg County Mecklenburg County Nottoway County Prince Edward County
Virginia Legal Aid Society, Inc. 112 W. Washington Street, Suite 300 P.O. Box 3356 Suffolk VA 23434 757-539-3441 <b>1-866-534-5243</b>	Franklin Isle of Wight County Smithfield Southampton Suffolk
Virginia Legal Aid Society, Inc. 412 South Main Street Emporia VA 23847 434-634-5172 <b>1-866-534-5243</b>	Brunswick County Emporia Greensville County Sussex County
Legal Aid Justice Center 1000 Preston Avenue, Suite A Charlottesville VA 22903 <b>434-977-0553</b> 1-800-200-8479	State of Virginia for Farm Workers and Low Wage Immigrants
Legal Services Corporation of Virginia 700 E. Main Street, Suite S-1504 Richmond, VA 23219 804-782-9438	State of Virginia

10/05

VOLUME V, PART XIX, APPENDIX I, PAGE 6

VIRGINIA LEGAL AID PROJECTS

Name and Address

Virginia Poverty Law Center, Inc.  
700 E. Franklin Street, Suite 14T1  
Richmond, VA 23219  
804-782-9430

Areas Served

State of Virginia

Jointly held resources between married persons belong to each party equally.

Jointly held resources between other people belong to the parties in proportion to their net contributions. If the parties establish that they intended a different ownership arrangement, that arrangement prevails.

Example

A daughter is listed on her elderly mother's bank account. The daughter and her mother say the money belongs to the mother. The account is not a resource to the daughter.

Individual Retirement Accounts, stocks, bonds and Keogh plans are not counted.

Do not count the same money as income and a resource for the same month.

Example

A client's paycheck is directly deposited in a checking account. Count the paycheck as income but deduct that amount from the resource balance.

c. Determine the household's allowable disaster-caused expenses.

Generally, disaster-caused expenses are limited to expenses the household has paid or expects to pay during the disaster benefit period and for which the household does not expect to receive reimbursement during the disaster benefit period. Note that expenses to protect property from damage, which may occur prior to the disaster (e.g., boarding windows before the disaster event) are allowable.

The following disaster-caused expenses can be considered:

- 1) Food destroyed in the disaster that the household has replaced or intends to replace.
- 2) Dependent care expenses directly due to the disaster.
- 3) Medical or funeral expenses related to the disaster.
- 4) Cost to repair or replace disaster damage to the home.
- 5) Cost to repair or replace tools/equipment needed for work.

- 6) Temporary shelter expenses, if unable to live at home.
- 7) Moving expenses, if evacuated from home.
- 8) Expenses to protect property from disaster damage.
- 9) Other disaster caused expenses specified by the household (e.g., the insurance deductible).

If the household has received or is reasonably certain to receive reimbursement for all or part of the expense during the disaster benefit period, then only the net expense to the household are deductible, e.g., the insurance deductible.

- d. To calculate eligibility manually, follow these steps:

Add the household's countable income plus its accessible liquid resources.

Then, subtract allowable disaster-caused expenses.

Compare this result to the disaster income limits for the appropriate household size in the table below. If the household's income is at or below the limit, the household is eligible for the benefit shown:

HOUSEHOLD SIZE	INCOME LIMIT <sup>1</sup>	BENEFIT AMOUNT	
		FULL MONTH	HALF MONTH <sup>2</sup>
1	\$1332	\$152	\$ 76
2	\$1604	\$278	\$139
3	\$1875	\$399	\$199
4	\$2147	\$506	\$253
5	\$2442	\$601	\$300
6	\$2735	\$722	\$361
7	\$3007	\$798	\$399
8	\$3279	\$912	\$456
Each additional person	+\$272	+\$114	+\$57

Note<sup>1</sup> The income limit for the Disaster Food Stamp Program is equal to the sum of the maximum net income limit plus the maximum standard deduction and the maximum shelter expense deduction.

Note<sup>2</sup> The half-month benefit amount is calculated by dividing the full month amount by two and rounding down to the nearest whole dollar amount.

- e. For eligible households, the worker must complete the Internal Action Form for Disaster Food Stamps to authorize the issuance of the EBT card. See the Forms Section of this Chapter for a copy of the form.

10/05

VOLUME V, PART XXIII, PAGE 1

A. CALCULATING BENEFIT ALLOTMENTS

The tables on the following pages show the appropriate benefits for household sizes 1 through 10.

For household sizes 1 and 2, \$10 is the minimum allotment for all eligible households, including PA categorically eligible households. The maximum monthly net income does not apply to categorically eligible households however.

For household sizes 3 through 10, the allotment tables are calculated from the maximum benefit allotment to the \$2 minimum allotment. NOTE: ONLY PA CATEGORICALLY ELIGIBLE HOUSEHOLDS ARE ELIGIBLE FOR ALLOTMENTS WHERE THE HOUSEHOLD'S NET INCOME EXCEEDS THE NET INCOME MAXIMUM. For example, for a 4-person household, the maximum net income is **\$1,613**. The allotment offered at that level of income is **\$22**. The rest of the allotment table, from the net income of **\$1,614** through **\$1,683**, the last income figure, for which an allotment is available, applies to PA categorically eligible households only.

To calculate issuances to households of more than ten persons, use the following formula:

1. Maximum Benefit Allotment. If there are more than ten household members, add **\$114** to the monthly maximum benefit allotment.
2. Maximum Monthly Net Income. If there are more than ten household members, add **\$272** to the monthly maximum net income. NOTE: Maximum monthly net income limits do not apply to PA categorically eligible households.

There will be occasions when a household is entitled to an allotment of \$1, \$3, or \$5. This can occur when a supplement, replacement or restoration is given, or when an allotment reduction calculation results in entitlement to \$1, \$3, or \$5. Raise allotments of \$1, \$3 or \$5 to the next dollar amount, namely \$2, \$4 or \$6 respectively.



BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
0	-	0	152	278	399	506	601	722	798	912	1026	1140
1	-	3	151	277	398	505	600	721	797	911	1025	1139
4	-	6	150	276	397	504	599	720	796	910	1024	1138
7	-	10	149	275	396	503	598	719	795	909	1023	1137
11	-	13	148	274	395	502	597	718	794	908	1022	1136
14	-	16	147	273	394	501	596	717	793	907	1021	1135
17	-	20	146	272	393	500	595	716	792	906	1020	1134
21	-	23	145	271	392	499	594	715	791	905	1019	1133
24	-	26	144	270	391	498	593	714	790	904	1018	1132
27	-	30	143	269	390	497	592	713	789	903	1017	1131
31	-	33	142	268	389	496	591	712	788	902	1016	1130
34	-	36	141	267	388	495	590	711	787	901	1015	1129
37	-	40	140	266	387	494	589	710	786	900	1014	1128
41	-	43	139	265	386	493	588	709	785	899	1013	1127
44	-	46	138	264	385	492	587	708	784	898	1012	1126
47	-	50	137	263	384	491	586	707	783	897	1011	1125
51	-	53	136	262	383	490	585	706	782	896	1010	1124
54	-	56	135	261	382	489	584	705	781	895	1009	1123
57	-	60	134	260	381	488	583	704	780	894	1008	1122
61	-	63	133	259	380	487	582	703	779	893	1007	1121
64	-	66	132	258	379	486	581	702	778	892	1006	1120
67	-	70	131	257	378	485	580	701	777	891	1005	1119
71	-	73	130	256	377	484	579	700	776	890	1004	1118
74	-	76	129	255	376	483	578	699	775	889	1003	1117
77	-	80	128	254	375	482	577	698	774	888	1002	1116
81	-	83	127	253	374	481	576	697	773	887	1001	1115
84	-	86	126	252	373	480	575	696	772	886	1000	1114
87	-	90	125	251	372	479	574	695	771	885	999	1113
91	-	93	124	250	371	478	573	694	770	884	998	1112
94	-	96	123	249	370	477	572	693	769	883	997	1111
97	-	100	122	248	369	476	571	692	768	882	996	1110
101	-	103	121	247	368	475	570	691	767	881	995	1109
104	-	106	120	246	367	474	569	690	766	880	994	1108
107	-	110	119	245	366	473	568	689	765	879	993	1107
111	-	113	118	244	365	472	567	688	764	878	992	1106

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
114	-	116	117	243	364	471	566	687	763	877	991	1105
117	-	120	116	242	363	470	565	686	762	876	990	1104
121	-	123	115	241	362	469	564	685	761	875	989	1103
124	-	126	114	240	361	468	563	684	760	874	988	1102
127	-	130	113	239	360	467	562	683	759	873	987	1101
131	-	133	112	238	359	466	561	682	758	872	986	1100
134	-	136	111	237	358	465	560	681	757	871	985	1099
137	-	140	110	236	357	464	559	680	756	870	984	1098
141	-	143	109	235	356	463	558	679	755	869	983	1097
144	-	146	108	234	355	462	557	678	754	868	982	1096
147	-	150	107	233	354	461	556	677	753	867	981	1095
151	-	153	106	232	353	460	555	676	752	866	980	1094
154	-	156	105	231	352	459	554	675	751	865	979	1093
157	-	160	104	230	351	458	553	674	750	864	978	1092
161	-	163	103	229	350	457	552	673	749	863	977	1091
164	-	166	102	228	349	456	551	672	748	862	976	1090
167	-	170	101	227	348	455	550	671	747	861	975	1089
171	-	173	100	226	347	454	549	670	746	860	974	1088
174	-	176	99	225	346	453	548	669	745	859	973	1087
177	-	180	98	224	345	452	547	668	744	858	972	1086
181	-	183	97	223	344	451	546	667	743	857	971	1085
184	-	186	96	222	343	450	545	666	742	856	970	1084
187	-	190	95	221	342	449	544	665	741	855	969	1083
191	-	193	94	220	341	448	543	664	740	854	968	1082
194	-	196	93	219	340	447	542	663	739	853	967	1081
197	-	200	92	218	339	446	541	662	738	852	966	1080
201	-	203	91	217	338	445	540	661	737	851	965	1079
204	-	206	90	216	337	444	539	660	736	850	964	1078
207	-	210	89	215	336	443	538	659	735	849	963	1077
211	-	213	88	214	335	442	537	658	734	848	962	1076
214	-	216	87	213	334	441	536	657	733	847	961	1075
217	-	220	86	212	333	440	535	656	732	846	960	1074
221	-	223	85	211	332	439	534	655	731	845	959	1073
224	-	226	84	210	331	438	533	654	730	844	958	1072
227	-	230	83	209	330	437	532	653	729	843	957	1071



BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
231	-	233	82	208	329	436	531	652	728	842	956	1070
234	-	236	81	207	328	435	530	651	727	841	955	1069
237	-	240	80	206	327	434	529	650	726	840	954	1068
241	-	243	79	205	326	433	528	649	725	839	953	1067
244	-	246	78	204	325	432	527	648	724	838	952	1066
247	-	250	77	203	324	431	526	647	723	837	951	1065
251	-	253	76	202	323	430	525	646	722	836	950	1064
254	-	256	75	201	322	429	524	645	721	835	949	1063
257	-	260	74	200	321	428	523	644	720	834	948	1062
261	-	263	73	199	320	427	522	643	719	833	947	1061
264	-	266	72	198	319	426	521	642	718	832	946	1060
267	-	270	71	197	318	425	520	641	717	831	945	1059
271	-	273	70	196	317	424	519	640	716	830	944	1058
274	-	276	69	195	316	423	518	639	715	829	943	1057
277	-	280	68	194	315	422	517	638	714	828	942	1056
281	-	283	67	193	314	421	516	637	713	827	941	1055
284	-	286	66	192	313	420	515	636	712	826	940	1054
287	-	290	65	191	312	419	514	635	711	825	939	1053
291	-	293	64	190	311	418	513	634	710	824	938	1052
294	-	296	63	189	310	417	512	633	709	823	937	1051
297	-	300	62	188	309	416	511	632	708	822	936	1050
301	-	303	61	187	308	415	510	631	707	821	935	1049
304	-	306	60	186	307	414	509	630	706	820	934	1048
307	-	310	59	185	306	413	508	629	705	819	933	1047
311	-	313	58	184	305	412	507	628	704	818	932	1046
314	-	316	57	183	304	411	506	627	703	817	931	1045
317	-	320	56	182	303	410	505	626	702	816	930	1044
321	-	323	55	181	302	409	504	625	701	815	929	1043
324	-	326	54	180	301	408	503	624	700	814	928	1042
327	-	330	53	179	300	407	502	623	699	813	927	1041
331	-	333	52	178	299	406	501	622	698	812	926	1040
334	-	336	51	177	298	405	500	621	697	811	925	1039
337	-	340	50	176	297	404	499	620	696	810	924	1038
341	-	343	49	175	296	403	498	619	695	809	923	1037
344	-	346	48	174	295	402	497	618	694	808	922	1036

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
347	-	350	47	173	294	401	496	617	693	807	921	1035
351	-	353	46	172	293	400	495	616	692	806	920	1034
354	-	356	45	171	292	399	494	615	691	805	919	1033
357	-	360	44	170	291	398	493	614	690	804	918	1032
361	-	363	43	169	290	397	492	613	689	803	917	1031
364	-	366	42	168	289	396	491	612	688	802	916	1030
367	-	370	41	167	288	395	490	611	687	801	915	1029
371	-	373	40	166	287	394	489	610	686	800	914	1028
374	-	376	39	165	286	393	488	609	685	799	913	1027
377	-	380	38	164	285	392	487	608	684	798	912	1026
381	-	383	37	163	284	391	486	607	683	797	911	1025
384	-	386	36	162	283	390	485	606	682	796	910	1024
387	-	390	35	161	282	389	484	605	681	795	909	1023
391	-	393	34	160	281	388	483	604	680	794	908	1022
394	-	396	33	159	280	387	482	603	679	793	907	1021
397	-	400	32	158	279	386	481	602	678	792	906	1020
401	-	403	31	157	278	385	480	601	677	791	905	1019
404	-	406	30	156	277	384	479	600	676	790	904	1018
407	-	410	29	155	276	383	478	599	675	789	903	1017
411	-	413	28	154	275	382	477	598	674	788	902	1016
414	-	416	27	153	274	381	476	597	673	787	901	1015
417	-	420	26	152	273	380	475	596	672	786	900	1014
421	-	423	25	151	272	379	474	595	671	785	899	1013
424	-	426	24	150	271	378	473	594	670	784	898	1012
427	-	430	23	149	270	377	472	593	669	783	897	1011
431	-	433	22	148	269	376	471	592	668	782	896	1010
434	-	436	21	147	268	375	470	591	667	781	895	1009
437	-	440	20	146	267	374	469	590	666	780	894	1008
441	-	443	19	145	266	373	468	589	665	779	893	1007
444	-	446	18	144	265	372	467	588	664	778	892	1006
447	-	450	17	143	264	371	466	587	663	777	891	1005
451	-	453	16	142	263	370	465	586	662	776	890	1004
454	-	456	15	141	262	369	464	585	661	775	889	1003
457	-	460	14	140	261	368	463	584	660	774	888	1002
461	-	463	13	139	260	367	462	583	659	773	887	1001

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
464	-	466	12	138	259	366	461	582	658	772	886	1000
467	-	470	11	137	258	365	460	581	657	771	885	999
471	-	473	10	136	257	364	459	580	656	770	884	998
474	-	476	10	135	256	363	458	579	655	769	883	997
477	-	480	10	134	255	362	457	578	654	768	882	996
481	-	483	10	133	254	361	456	577	653	767	881	995
484	-	486	10	132	253	360	455	576	652	766	880	994
487	-	490	10	131	252	359	454	575	651	765	879	993
491	-	493	10	130	251	358	453	574	650	764	878	992
494	-	496	10	129	250	357	452	573	649	763	877	991
497	-	500	10	128	249	356	451	572	648	762	876	990
501	-	503	10	127	248	355	450	571	647	761	875	989
504	-	506	10	126	247	354	449	570	646	760	874	988
507	-	510	10	125	246	353	448	569	645	759	873	987
511	-	513	10	124	245	352	447	568	644	758	872	986
514	-	516	10	123	244	351	446	567	643	757	871	985
517	-	520	10	122	243	350	445	566	642	756	870	984
521	-	523	10	121	242	349	444	565	641	755	869	983
524	-	526	10	120	241	348	443	564	640	754	868	982
527	-	530	10	119	240	347	442	563	639	753	867	981
531	-	533	10	118	239	346	441	562	638	752	866	980
534	-	536	10	117	238	345	440	561	637	751	865	979
537	-	540	10	116	237	344	439	560	636	750	864	978
541	-	543	10	115	236	343	438	559	635	749	863	977
544	-	546	10	114	235	342	437	558	634	748	862	976
547	-	550	10	113	234	341	436	557	633	747	861	975
551	-	553	10	112	233	340	435	556	632	746	860	974
554	-	556	10	111	232	339	434	555	631	745	859	973
557	-	560	10	110	231	338	433	554	630	744	858	972
561	-	563	10	109	230	337	432	553	629	743	857	971
564	-	566	10	108	229	336	431	552	628	742	856	970
567	-	570	10	107	228	335	430	551	627	741	855	969
571	-	573	10	106	227	334	429	550	626	740	854	968
574	-	576	10	105	226	333	428	549	625	739	853	967
577	-	580	10	104	225	332	427	548	624	738	852	966

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
581	-	583	10	103	224	331	426	547	623	737	851	965
584	-	586	10	102	223	330	425	546	622	736	850	964
587	-	590	10	101	222	329	424	545	621	735	849	963
591	-	593	10	100	221	328	423	544	620	734	848	962
594	-	596	10	99	220	327	422	543	619	733	847	961
597	-	600	10	98	219	326	421	542	618	732	846	960
601	-	603	10	97	218	325	420	541	617	731	845	959
604	-	606	10	96	217	324	419	540	616	730	844	958
607	-	610	10	95	216	323	418	539	615	729	843	957
611	-	613	10	94	215	322	417	538	614	728	842	956
614	-	616	10	93	214	321	416	537	613	727	841	955
617	-	620	10	92	213	320	415	536	612	726	840	954
621	-	623	10	91	212	319	414	535	611	725	839	953
624	-	626	10	90	211	318	413	534	610	724	838	952
627	-	630	10	89	210	317	412	533	609	723	837	951
631	-	633	10	88	209	316	411	532	608	722	836	950
634	-	636	10	87	208	315	410	531	607	721	835	949
637	-	640	10	86	207	314	409	530	606	720	834	948
641	-	643	10	85	206	313	408	529	605	719	833	947
644	-	646	10	84	205	312	407	528	604	718	832	946
647	-	650	10	83	204	311	406	527	603	717	831	945
651	-	653	10	82	203	310	405	526	602	716	830	944
654	-	656	10	81	202	309	404	525	601	715	829	943
657	-	660	10	80	201	308	403	524	600	714	828	942
661	-	663	10	79	200	307	402	523	599	713	827	941
664	-	666	10	78	199	306	401	522	598	712	826	940
667	-	670	10	77	198	305	400	521	597	711	825	939
671	-	673	10	76	197	304	399	520	596	710	824	938
674	-	676	10	75	196	303	398	519	595	709	823	937
677	-	680	10	74	195	302	397	518	594	708	822	936
681	-	683	10	73	194	301	396	517	593	707	821	935
684	-	686	10	72	193	300	395	516	592	706	820	934
687	-	690	10	71	192	299	394	515	591	705	819	933
691	-	693	10	70	191	298	393	514	590	704	818	932
694	-	696	10	69	190	297	392	513	589	703	817	931

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
697	-	700	10	68	189	296	391	512	588	702	816	930
701	-	703	10	67	188	295	390	511	587	701	815	929
704	-	706	10	66	187	294	389	510	586	700	814	928
707	-	710	10	65	186	293	388	509	585	699	813	927
711	-	713	10	64	185	292	387	508	584	698	812	926
714	-	716	10	63	184	291	386	507	583	697	811	925
717	-	720	10	62	183	290	385	506	582	696	810	924
721	-	723	10	61	182	289	384	505	581	695	809	923
724	-	726	10	60	181	288	383	504	580	694	808	922
727	-	730	10	59	180	287	382	503	579	693	807	921
731	-	733	10	58	179	286	381	502	578	692	806	920
734	-	736	10	57	178	285	380	501	577	691	805	919
737	-	740	10	56	177	284	379	500	576	690	804	918
741	-	743	10	55	176	283	378	499	575	689	803	917
744	-	746	10	54	175	282	377	498	574	688	802	916
747	-	750	10	53	174	281	376	497	573	687	801	915
751	-	753	10	52	173	280	375	496	572	686	800	914
754	-	756	10	51	172	279	374	495	571	685	799	913
757	-	760	10	50	171	278	373	494	570	684	798	912
761	-	763	10	49	170	277	372	493	569	683	797	911
764	-	766	10	48	169	276	371	492	568	682	796	910
767	-	770	10	47	168	275	370	491	567	681	795	909
771	-	773	10	46	167	274	369	490	566	680	794	908
774	-	776	10	45	166	273	368	489	565	679	793	907
777	-	780	10	44	165	272	367	488	564	678	792	906
781	-	783	10	43	164	271	366	487	563	677	791	905
784	-	786	10	42	163	270	365	486	562	676	790	904
787	-	790	10	41	162	269	364	485	561	675	789	903
791	-	793	10	40	161	268	363	484	560	674	788	902
794	-	796	10	39	160	267	362	483	559	673	787	901
797	-	800*	10*	38	159	266	361	482	558	672	786	900
801	-	803	10	37	158	265	360	481	557	671	785	899
804	-	806	10	36	157	264	359	480	556	670	784	898
807	-	810	10	35	156	263	358	479	555	669	783	897
811	-	813	10	34	155	262	357	478	554	668	782	896

\*Net Income Limit                      \$798

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
814	-	816	10	33	154	261	356	477	553	667	781	895
817	-	820	10	32	153	260	355	476	552	666	780	894
821	-	823	10	31	152	259	354	475	551	665	779	893
824	-	826	10	30	151	258	353	474	550	664	778	892
827	-	830	10	29	150	257	352	473	549	663	777	891
831	-	833	10	28	149	256	351	472	548	662	776	890
834	-	836	10	27	148	255	350	471	547	661	775	889
837	-	840	10	26	147	254	349	470	546	660	774	888
841	-	843	10	25	146	253	348	469	545	659	773	887
844	-	846	10	24	145	252	347	468	544	658	772	886
847	-	850	10	23	144	251	346	467	543	657	771	885
851	-	853	10	22	143	250	345	466	542	656	770	884
854	-	856	10	21	142	249	344	465	541	655	769	883
857	-	860	10	20	141	248	343	464	540	654	768	882
861	-	863	10	19	140	247	342	463	539	653	767	881
864	-	866	10	18	139	246	341	462	538	652	766	880
867	-	870	10	17	138	245	340	461	537	651	765	879
871	-	873	10	16	137	244	339	460	536	650	764	878
874	-	876	10	15	136	243	338	459	535	649	763	877
877	-	880	10	14	135	242	337	458	534	648	762	876
881	-	883	10	13	134	241	336	457	533	647	761	875
884	-	886	10	12	133	240	335	456	532	646	760	874
887	-	890	10	11	132	239	334	455	531	645	759	873
891	-	893	10	10	131	238	333	454	530	644	758	872
894	-	896	10	10	130	237	332	453	529	643	757	871
897	-	900	10	10	129	236	331	452	528	642	756	870
901	-	903	10	10	128	235	330	451	527	641	755	869
904	-	906	10	10	127	234	329	450	526	640	754	868
907	-	910	10	10	126	233	328	449	525	639	753	867
911	-	913	10	10	125	232	327	448	524	638	752	866
914	-	916	10	10	124	231	326	447	523	637	751	865
917	-	920	10	10	123	230	325	446	522	636	750	864
921	-	923	10	10	122	229	324	445	521	635	749	863
924	-	926	10	10	121	228	323	444	520	634	748	862
927	-	930	10	10	120	227	322	443	519	633	747	861

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
931	-	933	10	10	119	226	321	442	518	632	746	860
934	-	936	10	10	118	225	320	441	517	631	745	859
937	-	940	10	10	117	224	319	440	516	630	744	858
941	-	943	10	10	116	223	318	439	515	629	743	857
944	-	946	10	10	115	222	317	438	514	628	742	856
947	-	950	10	10	114	221	316	437	513	627	741	855
951	-	953	10	10	113	220	315	436	512	626	740	854
954	-	956	10	10	112	219	314	435	511	625	739	853
957	-	960	10	10	111	218	313	434	510	624	738	852
961	-	963	10	10	110	217	312	433	509	623	737	851
964	-	966	10	10	109	216	311	432	508	622	736	850
967	-	970	10	10	108	215	310	431	507	621	735	849
971	-	973	10	10	107	214	309	430	506	620	734	848
974	-	976	10	10	106	213	308	429	505	619	733	847
977	-	980	10	10	105	212	307	428	504	618	732	846
981	-	983	10	10	104	211	306	427	503	617	731	845
984	-	986	10	10	103	210	305	426	502	616	730	844
987	-	990	10	10	102	209	304	425	501	615	729	843
991	-	993	10	10	101	208	303	424	500	614	728	842
994	-	996	10	10	100	207	302	423	499	613	727	841
997	-	1000	10	10	99	206	301	422	498	612	726	840
1001	-	1003	10	10	98	205	300	421	497	611	725	839
1004	-	1006	10	10	97	204	299	420	496	610	724	838
1007	-	1010	10	10	96	203	298	419	495	609	723	837
1011	-	1013	10	10	95	202	297	418	494	608	722	836
1014	-	1016	10	10	94	201	296	417	493	607	721	835
1017	-	1020	10	10	93	200	295	416	492	606	720	834
1021	-	1023	10	10	92	199	294	415	491	605	719	833
1024	-	1026	10	10	91	198	293	414	490	604	718	832
1027	-	1030	10	10	90	197	292	413	489	603	717	831
1031	-	1033	10	10	89	196	291	412	488	602	716	830
1034	-	1036	10	10	88	195	290	411	487	601	715	829
1037	-	1040	10	10	87	194	289	410	486	600	714	828
1041	-	1043	10	10	86	193	288	409	485	599	713	827
1044	-	1046	10	10	85	192	287	408	484	598	712	826

\*Net Income Limit

\$1,041

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1047	-	1050	10	10	84	191	286	407	483	597	711	825
1051	-	1053	10	10	83	190	285	406	482	596	710	824
1054	-	1056	10	10	82	189	284	405	481	595	709	823
1057	-	1060	10	10	81	188	283	404	480	594	708	822
1061	-	1063	10	10	80	187	282	403	479	593	707	821
1064	-	1066	10	10	79	186	281	402	478	592	706	820
1067	-	1070*	10	10*	78	185	280	401	477	591	705	819
1071	-	1073	10	10	77	184	279	400	476	590	704	818
1074	-	1076	10	10	76	183	278	399	475	589	703	817
1077	-	1080	10	10	75	182	277	398	474	588	702	816
1081	-	1083	10	10	74	181	276	397	473	587	701	815
1084	-	1086	10	10	73	180	275	396	472	586	700	814
1087	-	1090	10	10	72	179	274	395	471	585	699	813
1091	-	1093	10	10	71	178	273	394	470	584	698	812
1094	-	1096	10	10	70	177	272	393	469	583	697	811
1097	-	1100	10	10	69	176	271	392	468	582	696	810
1101	-	1103	10	10	68	175	270	391	467	581	695	809
1104	-	1106	10	10	67	174	269	390	466	580	694	808
1107	-	1110	10	10	66	173	268	389	465	579	693	807
1111	-	1113	10	10	65	172	267	388	464	578	692	806
1114	-	1116	10	10	64	171	266	387	463	577	691	805
1117	-	1120	10	10	63	170	265	386	462	576	690	804
1121	-	1123	10	10	62	169	264	385	461	575	689	803
1124	-	1126	10	10	61	168	263	384	460	574	688	802
1127	-	1130	10	10	60	167	262	383	459	573	687	801
1131	-	1133	10	10	59	166	261	382	458	572	686	800
1134	-	1136	10	10	58	165	260	381	457	571	685	799
1137	-	1140	10	10	57	164	259	380	456	570	684	798
1141	-	1143	10	10	56	163	258	379	455	569	683	797
1144	-	1146	10	10	55	162	257	378	454	568	682	796
1147	-	1150	10	10	54	161	256	377	453	567	681	795
1151	-	1153	10	10	53	160	255	376	452	566	680	794
1154	-	1156	10	10	52	159	254	375	451	565	679	793
1157	-	1160	10	10	51	158	253	374	450	564	678	792
1161	-	1163	10	10	50	157	252	373	449	563	677	791

\*Net Income Limit

\$1,070



BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1164	-	1166	10	10	49	156	251	372	448	562	676	790
1167	-	1170	10	10	48	155	250	371	447	561	675	789
1171	-	1173	10	10	47	154	249	370	446	560	674	788
1174	-	1176	10	10	46	153	248	369	445	559	673	787
1177	-	1180	10	10	45	152	247	368	444	558	672	786
1181	-	1183	10	10	44	151	246	367	443	557	671	785
1184	-	1186	10	10	43	150	245	366	442	556	670	784
1187	-	1190	10	10	42	149	244	365	441	555	669	783
1191	-	1193	10	10	41	148	243	364	440	554	668	782
1194	-	1196	10	10	40	147	242	363	439	553	667	781
1197	-	1200	10	10	39	146	241	362	438	552	666	780
1201	-	1203	10	10	38	145	240	361	437	551	665	779
1204	-	1206	10	10	37	144	239	360	436	550	664	778
1207	-	1210	10	10	36	143	238	359	435	549	663	777
1211	-	1213	10	10	35	142	237	358	434	548	662	776
1214	-	1216	10	10	34	141	236	357	433	547	661	775
1217	-	1220	10	10	33	140	235	356	432	546	660	774
1221	-	1223	10	10	32	139	234	355	431	545	659	773
1224	-	1226	10	10	31	138	233	354	430	544	658	772
1227	-	1230	10	10	30	137	232	353	429	543	657	771
1231	-	1233	10	10	29	136	231	352	428	542	656	770
1234	-	1236	10	10	28	135	230	351	427	541	655	769
1237	-	1240	10	10	27	134	229	350	426	540	654	768
1241	-	1243	10	10	26	133	228	349	425	539	653	767
1244	-	1246	10	10	25	132	227	348	424	538	652	766
1247	-	1250	10	10	24	131	226	347	423	537	651	765
1251	-	1253	10	10	23	130	225	346	422	536	650	764
1254	-	1256	10	10	22	129	224	345	421	535	649	763
1257	-	1260	10	10	21	128	223	344	420	534	648	762
1261	-	1263	10	10	20	127	222	343	419	533	647	761
1264	-	1266	10	10	19	126	221	342	418	532	646	760
1267	-	1270	10	10	18	125	220	341	417	531	645	759
1271	-	1273	10	10	17	124	219	340	416	530	644	758
1274	-	1276	10	10	16	123	218	339	415	529	643	757
1277	-	1280	10	10	15	122	217	338	414	528	642	756

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1281	-	1283	10	10	14	121	216	337	413	527	641	755
1284	-	1286	10	10	13	120	215	336	412	526	640	754
1287	-	1290	10	10	12	119	214	335	411	525	639	753
1291	-	1293	10	10	11	118	213	334	410	524	638	752
1294	-	1296	10	10	10	117	212	333	409	523	637	751
1297	-	1300	10	10	9	116	211	332	408	522	636	750
1301	-	1303	10	10	8	115	210	331	407	521	635	749
1304	-	1306	10	10	7	114	209	330	406	520	634	748
1307	-	1310	10	10	6	113	208	329	405	519	633	747
1311	-	1313	10	10	6	112	207	328	404	518	632	746
1314	-	1316	10	10	4	111	206	327	403	517	631	745
1317	-	1320		10	4	110	205	326	402	516	630	744
1321	-	1323		10	2	109	204	325	401	515	629	743
1324	-	1326		10	2	108	203	324	400	514	628	742
1327	-	1330		10		107	202	323	399	513	627	741
1331	-	1333		10		106	201	322	398	512	626	740
1334	-	1336		10		105	200	321	397	511	625	739
1337	-	1340		10		104	199	320	396	510	624	738
1341	-	1343*		10	*	103	198	319	395	509	623	737
1344	-	1346		10		102	197	318	394	508	622	736
1347	-	1350		10		101	196	317	393	507	621	735
1351	-	1353		10		100	195	316	392	506	620	734
1354	-	1356		10		99	194	315	391	505	619	733
1357	-	1360		10		98	193	314	390	504	618	732
1361	-	1363		10		97	192	313	389	503	617	731
1364	-	1366		10		96	191	312	388	502	616	730
1367	-	1370		10		95	190	311	387	501	615	729
1371	-	1373		10		94	189	310	386	500	614	728
1374	-	1376		10		93	188	309	385	499	613	727
1377	-	1380		10		92	187	308	384	498	612	726
1381	-	1383		10		91	186	307	383	497	611	725
1384	-	1386		10		90	185	306	382	496	610	724
1387	-	1390		10		89	184	305	381	495	609	723
1391	-	1393		10		88	183	304	380	494	608	722
1394	-	1396		10		87	182	303	379	493	607	721

\*Net Income Limit

\$1,341

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1397	-	1400		10		86	181	302	378	492	606	720
1401	-	1403		10		85	180	301	377	491	605	719
1404	-	1406		10		84	179	300	376	490	604	718
1407	-	1410		10		83	178	299	375	489	603	717
1411	-	1413		10		82	177	298	374	488	602	716
1414	-	1416		10		81	176	297	373	487	601	715
1417	-	1420		10		80	175	296	372	486	600	714
1421	-	1423		10		79	174	295	371	485	599	713
1424	-	1426		10		78	173	294	370	484	598	712
1427	-	1430		10		77	172	293	369	483	597	711
1431	-	1433		10		76	171	292	368	482	596	710
1434	-	1436		10		75	170	291	367	481	595	709
1437	-	1440		10		74	169	290	366	480	594	708
1441	-	1443		10		73	168	289	365	479	593	707
1444	-	1446		10		72	167	288	364	478	592	706
1447	-	1450		10		71	166	287	363	477	591	705
1451	-	1453		10		70	165	286	362	476	590	704
1454	-	1456		10		69	164	285	361	475	589	703
1457	-	1460		10		68	163	284	360	474	588	702
1461	-	1463		10		67	162	283	359	473	587	701
1464	-	1466		10		66	161	282	358	472	586	700
1467	-	1470		10		65	160	281	357	471	585	699
1471	-	1473		10		64	159	280	356	470	584	698
1474	-	1476		10		63	158	279	355	469	583	697
1477	-	1480		10		62	157	278	354	468	582	696
1481	-	1483		10		61	156	277	353	467	581	695
1484	-	1486		10		60	155	276	352	466	580	694
1487	-	1490		10		59	154	275	351	465	579	693
1491	-	1493		10		58	153	274	350	464	578	692
1494	-	1496		10		57	152	273	349	463	577	691
1497	-	1500		10		56	151	272	348	462	576	690
1501	-	1503		10		55	150	271	347	461	575	689
1504	-	1506		10		54	149	270	346	460	574	688
1507	-	1510		10		53	148	269	345	459	573	687
1511	-	1513		10		52	147	268	344	458	572	686

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1514	-	1516		10		51	146	267	343	457	571	685
1517	-	1520		10		50	145	266	342	456	570	684
1521	-	1523		10		49	144	265	341	455	569	683
1524	-	1526		10		48	143	264	340	454	568	682
1527	-	1530		10		47	142	263	339	453	567	681
1531	-	1533		10		46	141	262	338	452	566	680
1534	-	1536		10		45	140	261	337	451	565	679
1537	-	1540		10		44	139	260	336	450	564	678
1541	-	1543		10		43	138	259	335	449	563	677
1544	-	1546		10		42	137	258	334	448	562	676
1547	-	1550		10		41	136	257	333	447	561	675
1551	-	1553		10		40	135	256	332	446	560	674
1554	-	1556		10		39	134	255	331	445	559	673
1557	-	1560		10		38	133	254	330	444	558	672
1561	-	1563		10		37	132	253	329	443	557	671
1564	-	1566		10		36	131	252	328	442	556	670
1567	-	1570		10		35	130	251	327	441	555	669
1571	-	1573		10		34	129	250	326	440	554	668
1574	-	1576		10		33	128	249	325	439	553	667
1577	-	1580		10		32	127	248	324	438	552	666
1581	-	1583		10		31	126	247	323	437	551	665
1584	-	1586		10		30	125	246	322	436	550	664
1587	-	1590		10		29	124	245	321	435	549	663
1591	-	1593		10		28	123	244	320	434	548	662
1594	-	1596		10		27	122	243	319	433	547	661
1597	-	1600		10		26	121	242	318	432	546	660
1601	-	1603		10		25	120	241	317	431	545	659
1604	-	1606		10		24	119	240	316	430	544	658
1607	-	1610		10		23	118	239	315	429	543	657
1611	-	1613*		10		22*	117	238	314	428	542	656
1614	-	1616		10		21	116	237	313	427	541	655
1617	-	1620		10		20	115	236	312	426	540	654
1621	-	1623		10		19	114	235	311	425	539	653
1624	-	1626		10		18	113	234	310	424	538	652
1627	-	1630		10		17	112	233	309	423	537	651

\*Net Income Limit

\$1,613

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1631	-	1633		10		16	111	232	308	422	536	650
1634	-	1636		10		15	110	231	307	421	535	649
1637	-	1640		10		14	109	230	306	420	534	648
1641	-	1643		10		13	108	229	305	419	533	647
1644	-	1646		10		12	107	228	304	418	532	646
1647	-	1650		10		11	106	227	303	417	531	645
1651	-	1653		10		10	105	226	302	416	530	644
1654	-	1656		10		9	104	225	301	415	529	643
1657	-	1660		10		8	103	224	300	414	528	642
1661	-	1663		10		7	102	223	299	413	527	641
1664	-	1666		10		6	101	222	298	412	526	640
1667	-	1670		10		6	100	221	297	411	525	639
1671	-	1673		10		4	99	220	296	410	524	638
1674	-	1676		10		4	98	219	295	409	523	637
1677	-	1680		10		2	97	218	294	408	522	636
1681	-	1683		10		2	96	217	293	407	521	635
1684	-	1686		10			95	216	292	406	520	634
1687	-	1690		10			94	215	291	405	519	633
1691	-	1693		10			93	214	290	404	518	632
1694	-	1696		10			92	213	289	403	517	631
1697	-	1700		10			91	212	288	402	516	630
1701	-	1703		10			90	211	287	401	515	629
1704	-	1706		10			89	210	286	400	514	628
1707	-	1710		10			88	209	285	399	513	627
1711	-	1713		10			87	208	284	398	512	626
1714	-	1716		10			86	207	283	397	511	625
1717	-	1720		10			85	206	282	396	510	624
1721	-	1723		10			84	205	281	395	509	623
1724	-	1726		10			83	204	280	394	508	622
1727	-	1730		10			82	203	279	393	507	621
1731	-	1733		10			81	202	278	392	506	620
1734	-	1736		10			80	201	277	391	505	619
1737	-	1740		10			79	200	276	390	504	618
1741	-	1743		10			78	199	275	389	503	617
1744	-	1746		10			77	198	274	388	502	616

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1747	-	1750		10			76	197	273	387	501	615
1751	-	1753		10			75	196	272	386	500	614
1754	-	1756		10			74	195	271	385	499	613
1757	-	1760		10			73	194	270	384	498	612
1761	-	1763		10			72	193	269	383	497	611
1764	-	1766		10			71	192	268	382	496	610
1767	-	1770					70	191	267	381	495	609
1771	-	1773					69	190	266	380	494	608
1774	-	1776					68	189	265	379	493	607
1777	-	1780					67	188	264	378	492	606
1781	-	1783					66	187	263	377	491	605
1784	-	1786					65	186	262	376	490	604
1787	-	1790					64	185	261	375	489	603
1791	-	1793					63	184	260	374	488	602
1794	-	1796					62	183	259	373	487	601
1797	-	1800					61	182	258	372	486	600
1801	-	1803					60	181	257	371	485	599
1804	-	1806					59	180	256	370	484	598
1807	-	1810					58	179	255	369	483	597
1811	-	1813					57	178	254	368	482	596
1814	-	1816					56	177	253	367	481	595
1817	-	1820					55	176	252	366	480	594
1821	-	1823					54	175	251	365	479	593
1824	-	1826					53	174	250	364	478	592
1827	-	1830					52	173	249	363	477	591
1831	-	1833					51	172	248	362	476	590
1834	-	1836					50	171	247	361	475	589
1837	-	1840					49	170	246	360	474	588
1841	-	1843					48	169	245	359	473	587
1844	-	1846					47	168	244	358	472	586
1847	-	1850					46	167	243	357	471	585
1851	-	1853					45	166	242	356	470	584
1854	-	1856					44	165	241	355	469	583
1857	-	1860					43	164	240	354	468	582
1861	-	1863					42	163	239	353	467	581

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1864	-	1866					41	162	238	352	466	580
1867	-	1870					40	161	237	351	465	579
1871	-	1873					39	160	236	350	464	578
1874	-	1876					38	159	235	349	463	577
1877	-	1880					37	158	234	348	462	576
1881	-	1883					36	157	233	347	461	575
1884	-	1886*					35*	156	232	346	460	574
1887	-	1890					34	155	231	345	459	573
1891	-	1893					33	154	230	344	458	572
1894	-	1896					32	153	229	343	457	571
1897	-	1900					31	152	228	342	456	570
1901	-	1903					30	151	227	341	455	569
1904	-	1906					29	150	226	340	454	568
1907	-	1910					28	149	225	339	453	567
1911	-	1913					27	148	224	338	452	566
1914	-	1916					26	147	223	337	451	565
1917	-	1920					25	146	222	336	450	564
1921	-	1923					24	145	221	335	449	563
1924	-	1926					23	144	220	334	448	562
1927	-	1930					22	143	219	333	447	561
1931	-	1933					21	142	218	332	446	560
1934	-	1936					20	141	217	331	445	559
1937	-	1940					19	140	216	330	444	558
1941	-	1943					18	139	215	329	443	557
1944	-	1946					17	138	214	328	442	556
1947	-	1950					16	137	213	327	441	555
1951	-	1953					15	136	212	326	440	554
1954	-	1956					14	135	211	325	439	553
1957	-	1960					13	134	210	324	438	552
1961	-	1963					12	133	209	323	437	551
1964	-	1966					11	132	208	322	436	550
1967	-	1970					10	131	207	321	435	549
1971	-	1973					9	130	206	320	434	548
1974	-	1976					8	129	205	319	433	547
1977	-	1980					7	128	204	318	432	546

\*Net Income Limit

\$1,885

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1981	-	1983					6	127	203	317	431	545
1984	-	1986					6	126	202	316	430	544
1987	-	1990					4	125	201	315	429	543
1991	-	1993					4	124	200	314	428	542
1994	-	1996					2	123	199	313	427	541
1997	-	2000					2	122	198	312	426	540
2001	-	2003						121	197	311	425	539
2004	-	2006						120	196	310	424	538
2007	-	2010						119	195	309	423	537
2011	-	2013						118	194	308	422	536
2014	-	2016						117	193	307	421	535
2017	-	2020						116	192	306	420	534
2021	-	2023						115	191	305	419	533
2024	-	2026						114	190	304	418	532
2027	-	2030						113	189	303	417	531
2031	-	2033						112	188	302	416	530
2034	-	2036						111	187	301	415	529
2037	-	2040						110	186	300	414	528
2041	-	2043						109	185	299	413	527
2044	-	2046						108	184	298	412	526
2047	-	2050						107	183	297	411	525
2051	-	2053						106	182	296	410	524
2054	-	2056						105	181	295	409	523
2057	-	2060						104	180	294	408	522
2061	-	2063						103	179	293	407	521
2064	-	2066						102	178	292	406	520
2067	-	2070						101	177	291	405	519
2071	-	2073						100	176	290	404	518
2074	-	2076						99	175	289	403	517
2077	-	2080						98	174	288	402	516
2081	-	2083						97	173	287	401	515
2084	-	2086						96	172	286	400	514
2087	-	2090						95	171	285	399	513
2091	-	2093						94	170	284	398	512
2094	-	2096						93	169	283	397	511



BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2097	-	2100						92	168	282	396	510
2101	-	2103						91	167	281	395	509
2104	-	2106						90	166	280	394	508
2107	-	2110						89	165	279	393	507
2111	-	2113						88	164	278	392	506
2114	-	2116						87	163	277	391	505
2117	-	2120						86	162	276	390	504
2121	-	2123						85	161	275	389	503
2124	-	2126						84	160	274	388	502
2127	-	2130						83	159	273	387	501
2131	-	2133						82	158	272	386	500
2134	-	2136						81	157	271	385	499
2137	-	2140						80	156	270	384	498
2141	-	2143						79	155	269	383	497
2144	-	2146						78	154	268	382	496
2147	-	2150						77	153	267	381	495
2151	-	2153						76	152	266	380	494
2154	-	2156*						75*	151	265	379	493
2157	-	2160						74	150	264	378	492
2161	-	2163						73	149	263	377	491
2164	-	2166						72	148	262	376	490
2167	-	2170						71	147	261	375	489
2171	-	2173						70	146	260	374	488
2174	-	2176						69	145	259	373	487
2177	-	2180						68	144	258	372	486
2181	-	2183						67	143	257	371	485
2184	-	2186						66	142	256	370	484
2187	-	2190						65	141	255	369	483
2191	-	2193						64	140	254	368	482
2194	-	2196						63	139	253	367	481
2197	-	2200						62	138	252	366	480
2201	-	2203						61	137	251	365	479
2204	-	2206						60	136	250	364	478
2207	-	2210						59	135	249	363	477
2211	-	2213						58	134	248	362	476
*Net Income Limit								\$2,156				

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2214	-	2216						57	133	247	361	475
2217	-	2220						56	132	246	360	474
2221	-	2223						55	131	245	359	473
2224	-	2226						54	130	244	358	472
2227	-	2230						53	129	243	357	471
2231	-	2233						52	128	242	356	470
2234	-	2236						51	127	241	355	469
2237	-	2240						50	126	240	354	468
2241	-	2243						49	125	239	353	467
2244	-	2246						48	124	238	352	466
2247	-	2250						47	123	237	351	465
2251	-	2253						46	122	236	350	464
2254	-	2256						45	121	235	349	463
2257	-	2260						44	120	234	348	462
2261	-	2263						43	119	233	347	461
2264	-	2266						42	118	232	346	460
2267	-	2270						41	117	231	345	459
2271	-	2273						40	116	230	344	458
2274	-	2276						39	115	229	343	457
2277	-	2280						38	114	228	342	456
2281	-	2283						37	113	227	341	455
2284	-	2286						36	112	226	340	454
2287	-	2290						35	111	225	339	453
2291	-	2293						34	110	224	338	452
2294	-	2296						33	109	223	337	451
2297	-	2300						32	108	222	336	450
2301	-	2303						31	107	221	335	449
2304	-	2306						30	106	220	334	448
2307	-	2310						29	105	219	333	447
2311	-	2313						28	104	218	332	446
2314	-	2316						27	103	217	331	445
2317	-	2320						26	102	216	330	444
2321	-	2323						25	101	215	329	443
2324	-	2326						24	100	214	328	442
2327	-	2330						23	99	213	327	441

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2331	-	2333						22	98	212	326	440
2334	-	2336						21	97	211	325	439
2337	-	2340						20	96	210	324	438
2341	-	2343						19	95	209	323	437
2344	-	2346						18	94	208	322	436
2347	-	2350						17	93	207	321	435
2351	-	2353						16	92	206	320	434
2354	-	2356						15	91	205	319	433
2357	-	2360						14	90	204	318	432
2361	-	2363						13	89	203	317	431
2364	-	2366						12	88	202	316	430
2367	-	2370						11	87	201	315	429
2371	-	2373						10	86	200	314	428
2374	-	2376						9	85	199	313	427
2377	-	2380						8	84	198	312	426
2381	-	2383						7	83	197	311	425
2384	-	2386						6	82	196	310	424
2387	-	2390						6	81	195	309	423
2391	-	2393						4	80	194	308	422
2394	-	2396						4	79	193	307	421
2397	-	2400						2	78	192	306	420
2401	-	2403						2	77	191	305	419
2404	-	2406							76	190	304	418
2407	-	2410							75	189	303	417
2411	-	2413							74	188	302	416
2414	-	2416							73	187	301	415
2417	-	2420							72	186	300	414
2421	-	2423							71	185	299	413
2424	-	2426							70	184	298	412
2427	-	2430*							69*	183	297	411
2431	-	2433							68	182	296	410
2434	-	2436							67	181	295	409
2437	-	2440							66	180	294	408
2441	-	2443							65	179	293	407
2444	-	2446							64	178	292	406

\*Net Income Limit

\$2,428

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2447	-	2450							63	177	291	405
2451	-	2453							62	176	290	404
2454	-	2456							61	175	289	403
2457	-	2460							60	174	288	402
2461	-	2463							59	173	287	401
2464	-	2466							58	172	286	400
2467	-	2470							57	171	285	399
2471	-	2473							56	170	284	398
2474	-	2476							55	169	283	397
2477	-	2480							54	168	282	396
2481	-	2483							53	167	281	395
2484	-	2486							52	166	280	394
2487	-	2490							51	165	279	393
2491	-	2493							50	164	278	392
2494	-	2496							49	163	277	391
2497	-	2500							48	162	276	390
2501	-	2503							47	161	275	389
2504	-	2506							46	160	274	388
2507	-	2510							45	159	273	387
2511	-	2513							44	158	272	386
2514	-	2516							43	157	271	385
2517	-	2520							42	156	270	384
2521	-	2523							41	155	269	383
2524	-	2526							40	154	268	382
2527	-	2530							39	153	267	381
2531	-	2533							38	152	266	380
2534	-	2536							37	151	265	379
2537	-	2540							36	150	264	378
2541	-	2543							35	149	263	377
2544	-	2546							34	148	262	376
2547	-	2550							33	147	261	375
2551	-	2553							32	146	260	374
2554	-	2556							31	145	259	373
2557	-	2560							30	144	258	372
2561	-	2563							29	143	257	371

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2564	-	2566							28	142	256	370
2567	-	2570							27	141	255	369
2571	-	2573							26	140	254	368
2574	-	2576							25	139	253	367
2577	-	2580							24	138	252	366
2581	-	2583							23	137	251	365
2584	-	2586							22	136	250	364
2587	-	2590							21	135	249	363
2591	-	2593							20	134	248	362
2594	-	2596							19	133	247	361
2597	-	2600							18	132	246	360
2601	-	2603							17	131	245	359
2604	-	2606							16	130	244	358
2607	-	2610							15	129	243	357
2611	-	2613							14	128	242	356
2614	-	2616							13	127	241	355
2617	-	2620							12	126	240	354
2621	-	2623							11	125	239	353
2624	-	2626							10	124	238	352
2627	-	2630							9	123	237	351
2631	-	2633							8	122	236	350
2634	-	2636							7	121	235	349
2637	-	2640							6	120	234	348
2641	-	2643							6	119	233	347
2644	-	2646							4	118	232	346
2647	-	2650							4	117	231	345
2651	-	2653							2	116	230	344
2654	-	2656							2	115	229	343
2657	-	2660								114	228	342
2661	-	2663								113	227	341
2664	-	2666								112	226	340
2667	-	2670								111	225	339
2671	-	2673								110	224	338
2674	-	2676								109	223	337
2677	-	2680								108	222	336

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2681	-	2683								107	221	335
2684	-	2686								106	220	334
2687	-	2690								105	219	333
2691	-	2693								104	218	332
2694	-	2696								103	217	331
2697	-	2700*								102*	216	330
2701	-	2703								101	215	329
2704	-	2706								100	214	328
2707	-	2710								99	213	327
2711	-	2713								98	212	326
2714	-	2716								97	211	325
2717	-	2720								96	210	324
2721	-	2723								95	209	323
2724	-	2726								94	208	322
2727	-	2730								93	207	321
2731	-	2733								92	206	320
2734	-	2736								91	205	319
2737	-	2740								90	204	318
2741	-	2743								89	203	317
2744	-	2746								88	202	316
2747	-	2750								87	201	315
2751	-	2753								86	200	314
2754	-	2756								85	199	313
2757	-	2760								84	198	312
2761	-	2763								83	197	311
2764	-	2766								82	196	310
2767	-	2770								81	195	309
2771	-	2773								80	194	308
2774	-	2776								79	193	307
2777	-	2780								78	192	306
2781	-	2783								77	191	305
2784	-	2786								76	190	304
2787	-	2790								75	189	303
2791	-	2793								74	188	302
2794	-	2796								73	187	301

\*Net Income Limit

\$2,700

BASIS OF BENEFIT ISSUANCE  
OCTOBER 2005

BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME			ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
2797	-	2800								72	186	300
2801	-	2803								71	185	299
2804	-	2806								70	184	298
2807	-	2810								69	183	297
2811	-	2813								68	182	296
2814	-	2816								67	181	295
2817	-	2820								66	180	294
2821	-	2823								65	179	293
2824	-	2826								64	178	292
2827	-	2830								63	177	291
2831	-	2833								62	176	290
2834	-	2836								61	175	289
2837	-	2840								60	174	288
2841	-	2843								59	173	287
2844	-	2846								58	172	286
2847	-	2850								57	171	285
2851	-	2853								56	170	284
2854	-	2856								55	169	283
2857	-	2860								54	168	282
2861	-	2863								53	167	281
2864	-	2866								52	166	280
2867	-	2870								51	165	279
2871	-	2873								50	164	278
2874	-	2876								49	163	277
2877	-	2880								48	162	276
2881	-	2883								47	161	275
2884	-	2886								46	160	274
2887	-	2890								45	159	273
2891	-	2893								44	158	272
2894	-	2896								43	157	271
2897	-	2900								42	156	270
2901	-	2903								41	155	269
2904	-	2906								40	154	268
2907	-	2910								39	153	267
2911	-	2913								38	152	266

## BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

[illegible]



## BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

[illegible]

## BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

[illegible]

## BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

[illegible]

## BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

[illegible]



### BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

OCTOBER 2005

### BENEFIT ALLOTMENTS BY HOUSEHOLD SIZE

[illegible]



10/05

VOLUME V, PART XXIV, PAGE i

PART XXIV

FORMS

<u>FORM NUMBER</u>	<u>NAME</u>	<u>PAGES</u>
032-03-824/17	APPLICATION FOR BENEFITS	1-19
032-03-729A/10	ELIGIBILITY REVIEW - Part A	20-21
032-03-729B/9	ELIGIBILITY REVIEW - Part B	22-26
032-03-823/10	EVALUATION OF ELIGIBILITY	27-31
032-03-823B/3	PARTIAL REVIEWS AND CHANGES	32-34
032-03-819/8	FOOD STAMP PROGRAM - HOTLINE INFORMATION	35-37
032-03-821/3	KNOW YOUR RIGHTS WHEN APPLYING FOR FOOD STAMPS	38-39
032-03-718/5	EXPEDITED SERVICES CHECKLIST	40-41
032-03-814/8	CHECKLIST OF NEEDED VERIFICATIONS	42-43
032-03-117/14	NOTICE OF ACTION	46-49
032-03-018/27	ADVANCE NOTICE OF PROPOSED ACTION	50-53
032-12-157/14	NOTICE OF EXPIRATION	54-55
032-03-051/18	CHANGE REPORT	56-58
032-03-153/10	ENTITLEMENT TO RESTORATION OF LOST BENEFITS	59-60a
032-03-385/1	REQUEST FOR VERIFICATION/MISSED INTERVIEW	61-62
032-03-875/7	REQUEST FOR ASSISTANCE - ADAPT	63-67
032-03-649/1	INTERIM REPORT FORM - REQUEST FOR ACTION	68-70
032-03-823A/2	PERMANENT VERIFICATION LOG	71-72
032-03-388	NON-RECEIPT AFFIDAVIT/EBT CARD REPLACEMENT REQUEST	73-74
032-03-387/4	INTERNAL ACTION AND VAULT EBT CARD AUTHORIZATION	75-77



10/05

VOLUME V, PART XXIV, PAGE ii

PART XXIV FORMS (continued)

<u>FORM NUMBER</u>	<u>NAME</u>	<u>PAGES</u>
032-03-071/9	EMPLOYMENT SERVICES REGISTRATION/REPORTING FORM	78-80
032-02-072/7	EMPLOYMENT SERVICES PROGRAMS COMMUNICATION FORM	81-82
032-03-174/5	FOOD STAMP SANCTION NOTICE FOR NONCOMPLIANCE WITH A WORK REQUIREMENT	83-85
032-03-920/2	FOOD STAMP BENEFIT TRACKING SHEET	86-87
032-03-721/6	NOTICE OF INTENTIONAL PROGRAM VIOLATION	88-89
032-03-722/2	WAIVER OF ADMINISTRATIVE DISQUALIFICATION HEARING	90-91
032-03-725/3	REFERRAL FOR ADMINISTRATIVE DISQUALIFICATION HEARING	92-93
032-03-724/6	ADVANCE NOTICE OF ADMINISTRATIVE DISQUALIFICATION HEARING	94-96
032-03-723/8	ADMINISTRATIVE DISQUALIFICATION HEARING DECISION	97-98
032-03-052/11	NOTICE OF DISQUALIFICATION FOR INTENTIONAL PROGRAM VIOLATION	99-100
032-03-460/1	NOTICE OF ACTION AND EXPIRATION	103-105
032-03-366/4	ADAPT VERIFICATION FORM	108-114
032-03-658	NOTICE OF TRANSFER	115-117
032-03-227/9	CASE RECORD TRANSFER FORM	118-119

10/05

VOLUME V, PART XXIV, PAGE 56

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES**CHANGE REPORT**

CASE NAME	CASE NUMBER
WORKER NAME	LOCALITY
AGENCY TELEPHONE NUMBER	

Use this form or call your worker to report changes listed below for your Food Stamps or Temporary Assistance for Needy Families (TANF) case.

Report changes within 10 days of the day they occur; but at the latest, you have until the 10<sup>th</sup> day of the following month to report the change.

Note: If you have a Medicaid case, you must report **all** changes to your Medicaid worker within 10 days.

**ADDRESS CHANGE**

New Address (Street, Apt. Number)	City, State Zip	Telephone
-----------------------------------	-----------------	-----------

**GROSS INCOME FOR YOUR HOUSEHOLD GOES OVER THE LIMIT BELOW**

Number of People in your Household	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,037	\$241.16	\$ 482.32	\$ 518.50
2	1,390	323.25	646.51	695.00
3	1,744	405.58	811.16	872.00
4	2,097	487.67	975.34	1,048.50
5	2,450	569.76	1,139.53	1,225.00
6	2,803	651.86	1,303.72	1,401.50
7	3,156	733.95	1,467.90	1,578.00
8	3,509	816.04	1,632.09	1,754.50
For each additional member add	+ \$354	+ \$82.32	+ \$164.65	+ \$177.00

These amounts are good through 9/30/06.

Add gross income for all the people in your household. New income total \$ \_\_\_\_\_

**THE NUMBER OF WORK HOURS IN A WEEK GOES UNDER 20 FOR MEMBERS WHO  
ARE 18-50 IF THERE ARE NO CHILDREN IN THE HOUSE**

NAME	NUMBER OF HOURS	WHERE WORKING
------	-----------------	---------------

**IF YOU RECEIVE TANF, TELL US IF AN ELIGIBLE CHILD LEAVES YOUR HOME**

Name	Date moved out	Name	Date moved out
------	----------------	------	----------------

**CHANGES THAT MAY AFFECT VIEW PARTICIPATION FOR TANF. DISCUSS WITH  
YOUR VIEW WORKER.**

Change that has occurred \_\_\_\_\_

10/05

VOLUME V, PART XXIV, PAGE 57

### CHANGES YOU MAY WANT TO REPORT

#### CHANGE IN SHELTER EXPENSES

Rent or Mortgage \$ per	Property Taxes \$ per	Homeowner's Insurance \$ per	Electricity \$ per
Gas \$ per	Oil \$ per	Kerosene, Coal, wood, etc. List and give amount	
Water/Sewer \$ per	Garbage \$ per	Telephone (Basic Service Only) \$ per	Installation Fees \$ per

#### CHANGE IN DAY CARE EXPENSES

Person paying for care	Person receiving care	Amount billed \$	How often?
------------------------	-----------------------	---------------------	------------

#### CHANGE IN MEDICAL EXPENSES FOR MEMBER WHO ARE 60 OR MORE OR DISABLED

Name	Type of expense	Amount billed \$

#### CHANGE IN LEGALLY OBLIGATED CHILD SUPPORT PAID TO ANOTHER HOUSEHOLD

Person paying support	Person receiving support	Amount legally obligated \$ per	Amount paid \$ per
-----------------------	--------------------------	------------------------------------	-----------------------

#### CHANGE IN THE NUMBER OF PEOPLE IN YOUR HOUSEHOLD

Has ANYONE MOVED IN?

Name	Date moved in	Relationship to you	Social Security Number
Date of Birth		Race (not required)	Sex
U.S. Citizen Yes ( ) No ( )	If Alien, give alien number, date of entry	Last school grade completed	Currently in School? Yes ( ) No ( )

HAS ANYONE MOVED OUT?:

Name	Date moved out	Name	Date moved out
------	----------------	------	----------------

### HOW LONG DO YOU EXPECT THE CHANGE(S) TO CONTINUE

( ) YES ( ) NO Do you expect any of the change(s) you listed on this report to continue beyond this month? If YES, explain

I declare that all information I gave on this form is correct and complete to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Virginia Department of Social Services is an equal opportunity provider.

